

1984 Organization Chart

City of Wichita, Kansas

INTRODUCTION

The intention of the accompanying municipal organization charts is to portray the formal organizational governmental structure of the City of Wichita.

The summary chart portrays the relationship among the citizens, the Board of City Commissioners, the City Manager, and the various boards appointed by the Board of City Commissioners. The ensuing pages describe the organizational structure of the various administrative boards, and of the departments reporting directly to the City Manager. The detail charts are designed with the intention of outlining the salient characteristics of the boards and departments and the personnel involved in them and of their individual group functions.

It should be remembered that this presentation is no more static than the program and goals of organizations are, and that it cannot include informal interdepartmental and intradepartmental lines of authority or responsibility.

The 1984 organization charts include only the personnel and programs for which funding is currently authorized during 1984. Positions funded by federal and state funds are normally indicated by an asterisk (*), and the source of funding is indicated at the bottom of the page. Other symbols are used on certain pages to indicate unique funding arrangements or special situations associated with that entity.

The last page of this document contains a summary table by department and by administrative board of all the authorized positions shown on the various pages. The positions are further shown by funding source (i.e., locally funded positions and non-locally funded positions) and by full-time or part-time (limited) status.

The changing environment which exists within the City structure will naturally cause some of the attached charts to become obsolete or to require a slight modification during 1984 which then will be incorporated into next year's City of Wichita Organization Charts.

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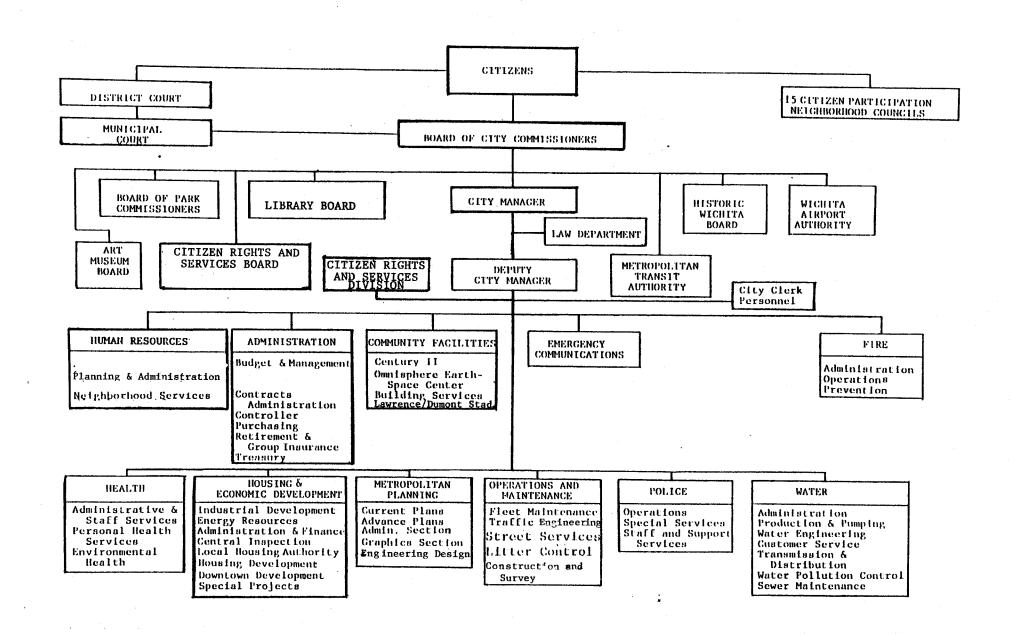
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	Authorized City Positions for 1984

CITY OF WICHITA

SUMMARY ORGANIZATION CHART



CITY COMMISSION

The Board of City Commissioners is elected from the City at large and constitutes the governing body. The Board of Commissioners elects one of its members to serve as mayor and one to serve as vice-mayor, each for a one-year term. The mayor is the official head of the City on formal occasions and serves as the leader in the activities and duties of the Commission. In the absence of the mayor, the vice-mayor substitutes in these functions.

The Commission endeavors to determine the community's needs and sets both immediate and long-range policy consistent with these needs. The establishment of these policies also involves close consideration of the many appointments which it makes to various study groups, advisory boards and commissions.

- 1 Mayor
- 1 Vice-Mayor
- 3 Commissioner

OFFICE OF THE MAYOR AND CITY COMMISSIONERS

Coordinates and supervises all activities, official appearances, functions, and obligations of the mayor and commissioners; coordinates social affairs for visiting dignitaries; handles and coordinates mayoral and commission correspondence with the City Manager's office; prepares proclamations, resolutions, and letters of commendation; and, assists in handling assignments as directed by the mayor or commissioners. The positions listed below are supervised by an executive assistant.

- 1 Commission Aide
- 1 Secretary

BOARD OF CITY COMMISSIONERS CITY MANAGER The City Manager is responsible for the administration of all affairs of the City. It is his duty to see that all laws and ordinances are enforced. He shall appoint and remove the head of departments, all subordinate officers and employees of the City. It is his duty to prepare and submit the annual budget to the governing body and to keep the Commission fully advised as to the financial condition and needs of the City. He may make recommendations to the Commission, but he has no vote. 1 - City Manager SECRETARIAL **DEPUTY CITY MANAGER** The Deputy City Manager Assists in administration of 1 - City Manager's the responsibilities of the Office and serves as Acting Secretary City Manager in the City Manager's absence. All Department directors report directly to the Deputy City Manager for daily administrative guidance and direction, except the Director of Law. 1 - Deputy City Manager SECRETARIAL 1 - Administrative Secretary CITIZENS RIGHTS & SERVICES ASSISTANT CITY MANAGER PUBLIC AFFAIRS OFFICE EXECUTIVE ASSISTANT Oversees all personnel activities including recruit-Responsible for preparation of the ing, job training, job classification, testing, equal Commission agenda, research, pre-See page 7 employment opportunity, and employee/management relaparation of correspondence, and tions. Supervises City Clerk's office. Responsible supervision of the City Commission for special assignments, research, preparation of office staff. correspondence, and assisting in agenda preparation. 1 - Assistant City Manager See page 4 1 - Executive Assistant CITY CLERK PERSONNEL MANAGEMENT INTERN PROGRAM CITY COMMISSION STAFF See page 5 See page 6 1 - Management Intern (Limited) See page 2

DEPUTY CITY MANAGER

PUBLIC AFFAIRS OFFICE

Overall responsibility for 1) maintaining and improving the City's public relations; 2) disseminating information to the public; 3) coordinating the City's legislative proposals with the City Commission, City Manager, and City departments; 4) representing the City's interests before the Kansas State Legislature and state administrative officers; and 5) conducting special projects for the City Manager as assigned.

1 - Public Affairs Director

PUBLIC INFORMATION

Responsibility for 1) implementing the City's public relations program; 2) providing information to citizens; 3) maintaining contact with the news media; 4) researching and preparing speeches for the Mayor, City Commission, and City Manager; 5) arranging special events and appearances of the Mayor, City Commission, City Manager and other City staff; and, 6) editing the employee newsletter.

1 - Public Information Officer

ASSISTANT CITY MANAGER

CITY CLERK

Serves as secretary to and records official minutes of the City Commission and the Board of Bids and Contracts; supervises, directs, and coordinates official record keeping, ordinance processing, special assessment project processing, bond and note processing; and, coordinates maintenance of City records at the Underground Vaults and Storage.

1 - City Clerk

STAFF ASSISTANCE

Assists in 1) preparing and maintaining special assessment records, transcript data, and cash reports; 2) scheduling appraiser hearings; 3) certifying special assessments; and 4) other assignments as directed.

1 - Administrative Aide I

SUPERVISION

The Deputy City Clerk II prepares official minutes of afternoon sessions of City Commission meetings; prepares minutes of Board of Bids and Contracts; processes all paperwork of Commission meetings; handles legal publications; updates Ordinance Book and two Code Books weekly; assists City Clerk in supervising all other employees in the division and directs the division in the absence of the City Clerk.

1 - Deputy City Clerk II

SPECIAL ASSESSMENTS AND BONDS

Compiles, formulates, and preserves all necessary data concerning special assessment project proceedings; prepares note and bond transcripts on the same; provides special assessment information to the public; and prepares annual certified special assessment detail summary. Prepares and sends out weed cutting notices and statements.

- 1 Deputy City Clerk I
- 1 Account Clerk II
- 2 Data Control Clerk

GENERAL OFFICE

Performs stenographic and clerical work necessary for the accurate processing of ordinances, minutes, and transcripts; maintains and files official City records.

2 - Secretary

ASSISTANT CITY MANAGER

PERSONNEL DIVISION

PERSONNEL ADVISORY BOARD

EMPLOYEES' COUNCIL

Supervises and directs the development and administration of personnel programs for employment, position classification, salaries, training, employee relations, and equal employment opportunity.

Serves as executive secretary to the Personnel Advisory Board and the Employees' Council.

1 - Personnel Director

SECRETARIAL

Performs secretarial functions including mail distribution, correspondence.

1 - Secretary

EMPLOYEE ADMINISTRATION

Processes all personnel transactions; maintains records, files, and applicant data bank; coordinates activities with the Payroll Section, Data Processing and Retirement & Insurance Divisions, Law Department, Broadway Clinic, and the State Job Insurance Office.

- 1 Sr. Personnel Tech.
- 1 Administrative Aide I
- 1 Data Control Clerk

EMPLOYMENT

Coordinates recruiting and placement, testing, referrals, requisitions, job opportunity lists, advertising, orientation of new employees, and conducts minority recruitment.

- 1 Sr. Personnel Tech.
- 1 Personnel Tech. II
- Clerk II (PT-50%)

EMPLOYEE RELATIONS

Represents management in coordinating labor relations matters with recognized bargaining units. Coordinates employee grievances.

1 - Employee Relations Officer

TRAINING

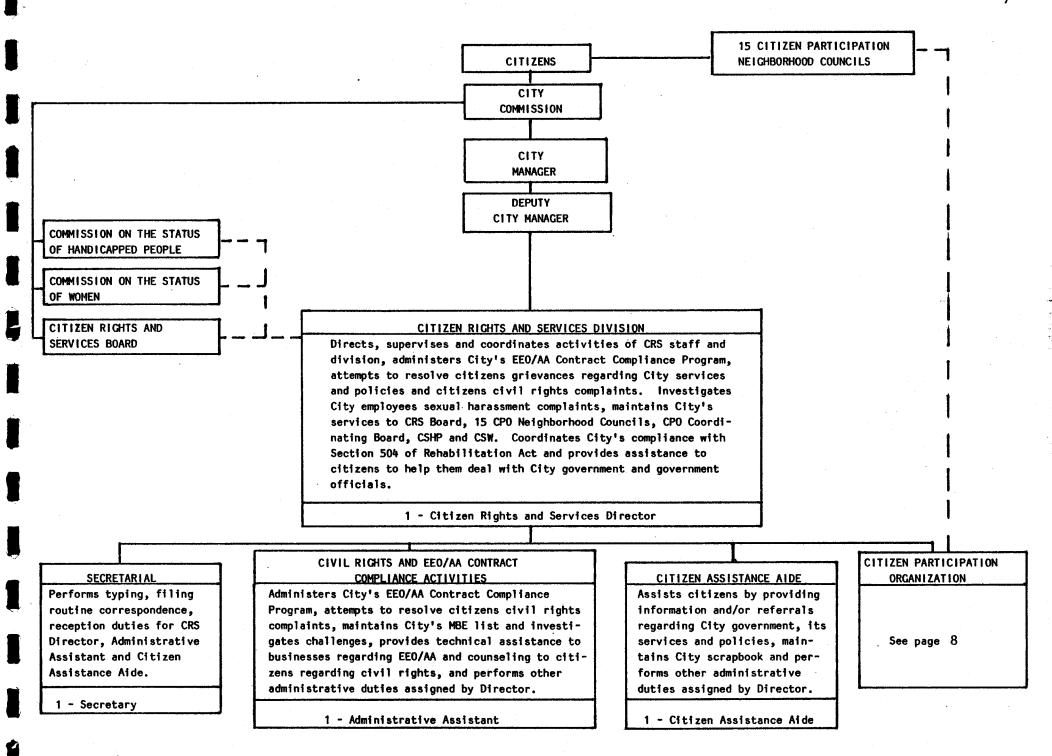
Administers the training program for all departments. Works with all agencies offering training capabilities to develop and administer the program. Determines additional training needs, develops new training programs, and arranges for assessment centers.

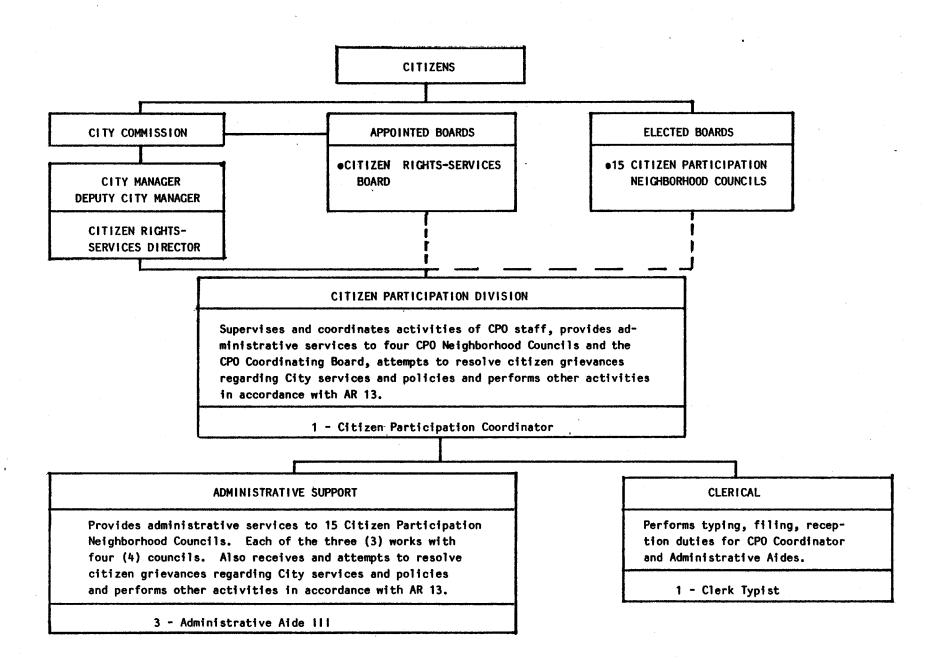
- 1 Senior Personnel Tech.
- 1 Personnel Tech. II
- 1 Secretary

CLASSIFICATION & SALARY

Coordinates the classification and salary program for all departments and prepares the salary ordinance. Conducts task analyses and maintains classification and pay plans. Monitors and coordinates the internal EEO program.

1 - Sr. Personnel Tech.





This division is funded entirely by federal funds, including grants from the Community Development Block Grant (CDBG) program, the Department of Labor, and the Community Services Block Grant (CSBG) program.

CITY MANAGER

DEPARTMENT OF LAW

Direct and coordinate the legal affairs of the City of Wichita; provide legal counsel and legal services to the City Commission, City Manager and the departments, board, agencies, utilities and commissions of the City; direct and coordinate the drafting and approval of all ordinances, resolutions, contracts and other legal instruments; direct and coordinate the management of all litigation, claims for damages and civil rights complaints; provide legal assistance in labor relations, cable television matters and the City's legislative program; direct and coordinate management of Workers' Compensation claims, taxation, risk management and the DUI diversion program.

I - Director Law and City Attorney

ASSISTANT CITY ATTORNEY

Provide legal counsel and legal services to the City Commission, City Manager and the departments, boards, agencies, utilities and commissions of the City; provide legal counsel and advice to the Police Department; represent the City and public officials in civil litigation; manage all civil litigation, claims for damages, civil rights complaints, condemnations, land purchases and District Court appeals of Municipal Court convictions; draft and approve all ordinances, resolutions, contracts and other legal instruments; provide legal assistance in labor relations, cable television matters and the City's legislative program: supervise and handle prosecution in Municipal Court; manage legal matters related to Workers' Compensation, taxation, and the DUI diversion program.

- I First Attorney
- 5 Attorney II
- 2 Senior Attorney 1 - Attorney III
- 3 Attorney II (P.T.)

PROSECUTION

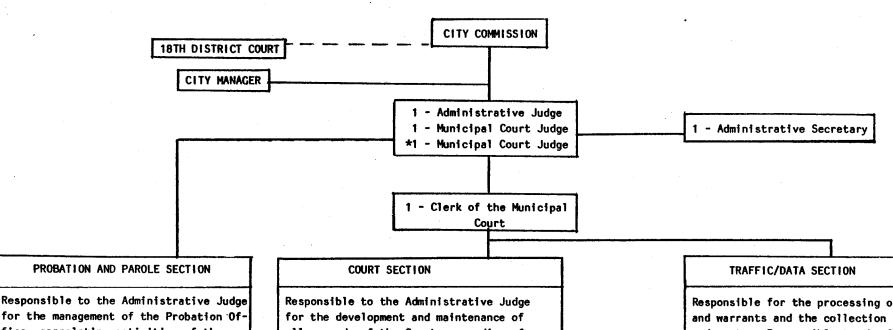
Manage prosecution of cases in Police and Traffic Courts and assist in District Court appeals; conduct general research; advise Police Department in the coordination of Municipal Court matters.

- **1 Attorney I
 - 2 Attorney I
 - 1 Typist Clerk
 - 1 Typist Clerk (PT-50%)

SECRETARIAL

Type pleadings, legal briefs, legal documents and correspondence; maintain office files; manage office administrative matters; prepare and administer annual budget; carry out general office duties.

- 1 Administrative Secretary
- 3 Legal Secretary
- 1 Secretary



Responsible to the Administrative Judge for the management of the Probation Office, correlating activities of the Probation Officers in relation to bailiff duties, presentence investigations, parole evaluations, rehabilitation recommendations, and parolees' compliance with the Judge's orders.

- 1 Chief Probation Officer
- 5 Probation Officer
- **1 Probation Officer
 - 1 Secretary
 - 1 Administrative Assistant
 - 1 Typist Clerk
- *1 Probation Officer
- *1 Typist Clerk

Consultant/Probation Officer (non-City) contracted under DUI grant.

for the development and maintenance of all records of the Court proceedings from docket preparation to commitments and collection of fines and expungement processing. The Clerk of the Municipal Court is responsible as an officer of the Court for the immediate supervision and direction of the Court's administrative; clerical and data processing staff in carrying out

day-to-day operations and responsible for

for the continued development of court computer applications.

- 1 Probation Officer
- 1 Administrative Aide II
- 1 Account Clerk II
- 1 Secretary
- 1 Cashier II
- 5 Docket Clerk
- 1 Teller
- 2 Typist Clerk
- 1 Clerk !!
- 1 Complaint and Warrant Clerk
- *1 Docket Clerk

*DUI Grant - KDOT
**Alcohol and Drug Safety Action Program

Responsible for the processing of tickets and warrants and the collection of fines and costs. Responsible to the Clerk for computer operations, the electronic capture of data and the maintaining of computer records related to all Traffic Bureau and and Court activities.

- 1 Traffic Bureau Supervisor
- 1 Programmer II
- 1 Computer Machine Operator 11
- 1 Administrative Aide |
- 1 Computer Machine Operator I
- 1 Cashier II
- 1 Data Control Clerk
- 4 Data Entry Operator 1
- 10 Teller
- 3 Typist Clerk
- *1 Data Entry Operator I

BOARD OF CITY COMMISSIONERS

HISTORIC WICHITA BOARD (10 members)

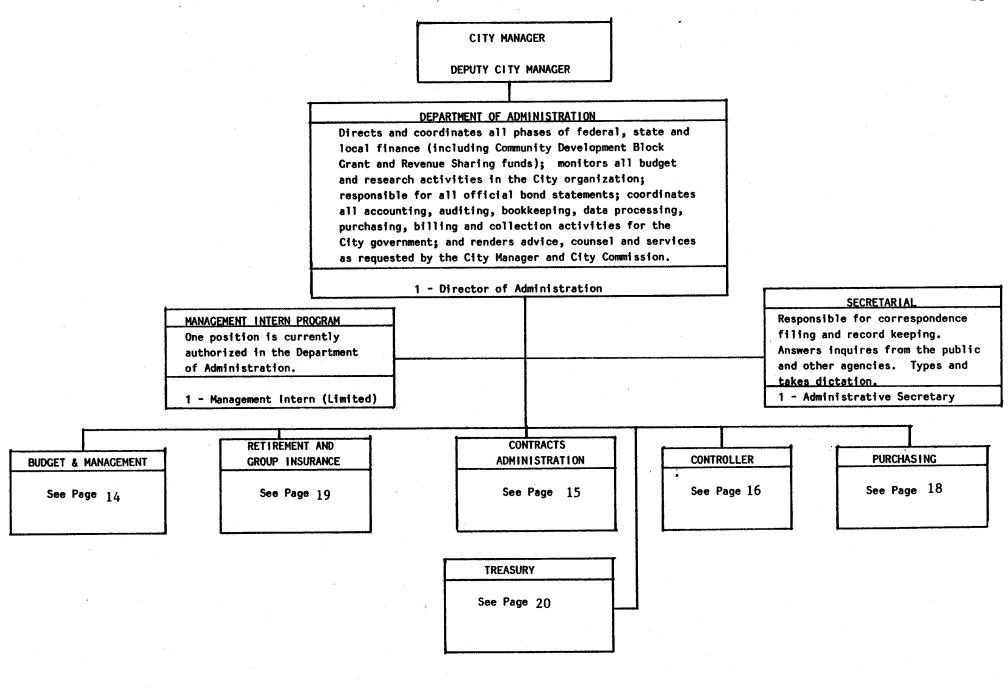
CITY MANAGER

Develops, coordinates, and encourages the preservation of Wichita's history through assistance and work with Cowtown, Wichita-Sedgwick County Historical Museum, Historic Landmark Preservation Committee, and other groups, organizations, and individuals interested in preserving area history. Supervises the contracts and administration of the City funds allocated for the building maintenance of Cowtown and the lease and maintenance program for the Comley House, 1137 N. Broadway, a City owned historic property. The Board also serves as the designated City of Wichita Cemetery Board for Highland Cemetery.

1 - Director of Historic Wichita Board

Is responsible for the operation and maintenance of the Wichita-Sedgwick County Historical Museum in the old City Building, provides professional services to the Historic Wichita Board including research, factfinding and maintaining resource material. Coordinates the activities, prepares agenda items, takes minutes, makes special reports, prepares mailings, budget preparation, contracts, record keeping, etc. for the office of the Board.

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DIRECTOR OF ADMINISTRATION

BUDGET AND MANAGEMENT

Supervise and direct the activities of this division. Responsibilities include the development and administration of annual operating budget, Capital Improvement Program, Revenue Sharing Program, and related financial activities. Advise the Director of Administration and and the City Manager on research projects, operating reports and budget matters. Prepare the City Organization Charts annually. Coordinate the City's Office Automation and Data Processing Systems.

1 - Research and Budget Officer

SECRETARIAL

Responsible for office activities which include typing, filing and backup lead operator for the Office Automation System.

1 - Secretary

OFFICE AUTOMATION/DATA PROCESSING

Coordinates the City's data processing and support of office automation and distributed processing, specific functions include development of a long-range City data processing plan, providing liaison between the County Data Processing Center and City departments conducting feasibility studies for proposed new systems, consulting with City departments, resolving DP coordination problems, consultation and training for personal computer users, and office automation development.

- 1 Data Processing Coordinator
- 1 Data Processing Analyst
- 1 Office Automation Systems implementor

SPECIAL ASSISTANT TO THE BUDGET OFFICER

Provides special assistance to the Research and Budget Officer for day to day administration of the operating budget. Performs special assignments and provides liaison between Research and Budget Officer and division staff. Reviews personnel requisitions and maintains manning document. Implements the City revenue sharing programs and the Capital Improvement Program.

1 - Administrative Analyst

CONVENTION AND TOURISM

Develops contracts, monitors Bureau records, performs duties of staff ex officio for the Convention and Tourism Committee. Develops and administers assigned budgets. Performs budget assignments and research as directed by the Research and Budget Officer.

1 - Budget Analyst II

BUDGET DEVELOPMENT

AND MANAGEMENT POLICY DEVELOPMENT

Responsible for developing and administering the operating budget, including reviewing and approving capital outlay requests, budget transfers, and other related financial budget administration. Performs research for policy development Areas of responsibility include research and the development of new programs where needed and existing programs.

- 2 Administrative Analyst
- 1 Budget Analyst II

DIRECTOR OF ADMINISTRATION

CONTRACTS ADMINISTRATION DIVISION

Implement and administer all programs and projects developed and funded pursuant to the Housing and Community Development Act of 1974. Provide technical assistance to other divisions within the department regarding contractual arrangements. Monitor programs and activities at the federal level to insure maximum federal assistance to the City of Wichita. Coordinate with City departments and provide technical assistance regarding applications for federal assistance.

Maintain an inventory of real property owned by the City. Provide management services for properties scheduled for redevelopment by the private sector.

1 - Federal Aid Coordinator

SECRETARIAL

2 - Secretary

LAND MANAGEMENT

Provide acquisition and relocation services for real property purchases. Maintain an inventory of City-owned real property. Identify surplus City lands which are subject to disposition to the private sector. Maintain and manage the redevelopment land inventory which includes all real property identified for redevelopment. Provide technical assistance in real property transactions.

- 1 Land Management Officer (Real Estate)
- 2 Land Management Analyst
- 1 Land Management Specialist
- 1 Maintenance Mechanic

CONTRACTS ADMINISTRATION & PROGRAM EVALUATION

Establish a systematic procedure for development, execution and administration of City contractual arrangements under the Community Development Block Grant program. Process contract changes as needed to assist in successful program operation. Monitor and evaluate project implementation on a continuing basis. Prepare periodic progress reports for the Board of City Commissioners. Maintain information and records on all CDBG projects. Provide assistance to the Federal Aid Coordinator on other federal programs.

- 1 Contracts Analyst Supervisor
- 2 Contracts Analyst
- 1 Accountant I
- 1 Administrative Aide II

DIRECTOR OF ADMINISTRATION 16 CONTROLLER'S OFFICE Direct the general accounting, internal control, and activities for the City; coordinate the debt and capital improvement program; develop accounting and internal control program; advise the Director of Administration and City Manager on accounting and fiscal matters and provide financial statements to administrative officials. 1 - Controller SECRETARIAL 1 - Secretary PAYROLL. FEDERAL ACCOUNTING GENERAL ACCOUNTING Supervise general payroll activities. 2. Pre-audit time records. Specialize in federal accounting 3. Coordinate payroll changes for Data Processing. See Page 17 Assist controller in certifying payrolls. in order to interpret and advise Reconcile and submit quarterly FICA report. management in the various federal regulations and guidelines as they Compute final pay including refund of retirement contributions of terminated employees. relate to the many federal and state programs. Funds include CDBG CETA, UDAG, LHA, CSBG, and other Maintain funds of Police and Fire Employee's Retirement, Group Life Insurance Reserve, Employee's Social Security, Employee's federal grants. Health Insurance, Worker's Compensation Reserve. 1 - Accountant III Employees' Def. Compensation. 1 - Accountant II INTERNAL AUDITING AND FIXED ASSETS CONTROL WORKERS COMPENSATION AND PAYROLL ACCOUNTING Responsible for the internal, 1 - Accountant I field, and special audits of City financial operations. Monitors updating of fixed assets records. 1 - Account Clerk II 1 - Accountant III

CONTROLLER GENERAL ACCOUNTING Supervise general accounting and bond processing; compute bond and interest payments; maintain bond controls, internal check and financial report preparation; compile and administer financial data for bond and construction activities, working capital funds, and State projects; assist Controller in preparing financial reports to City management and administrative officials. 1 - Senior Accountant INTERNAL SERVICE FUNDS BOND & CONSTRUCTION GENERAL & SPECIAL INVESTMENTS, AND ACCOUNTS FUND ACCOUNTING REVENUE ACCOUNTING RECEIVABLE ACCOUNTING Funds include Debt Ser-Funds include General Funds include Equipment Utility, Sewer Improvement, vice, Street Improvement. Fund, Police and Fire Motor Pool, Stationery Sewer Construction, Water Pension Contributions. Stores, Official Motor Main Extension Construc-Employees' Retirement Pool, Central Data Protion, Sidewalk Construc-Contribution; Social cessing, Park Equipment tion Public Improvements Security, Administra-Maintenance, and Central Construction, Fire Improvetive Center, Special Maintenance Services. ment Construction, City-City Highway Gas Tax, County Operations, Per-Tourism & Convention formance Deposit. Promotion, Park/ Library/Art Museum/. Forestry, Flood Control, Transit System, 1 - Accountant II Library Operations. Special Alcohol Pro- . 1 - Accountant II grams, Special Parks and Recreation. 1 - Accountant II

1 - Accountant II

Metropolitan Transit

Authority, and Airport.

ENTERPRISE ACCOUNTING

Funds include Water. Sewer

KEYPUNCH & DATA REVIEW

- 1 Account Clerk I
- 1 Data Control Clerk

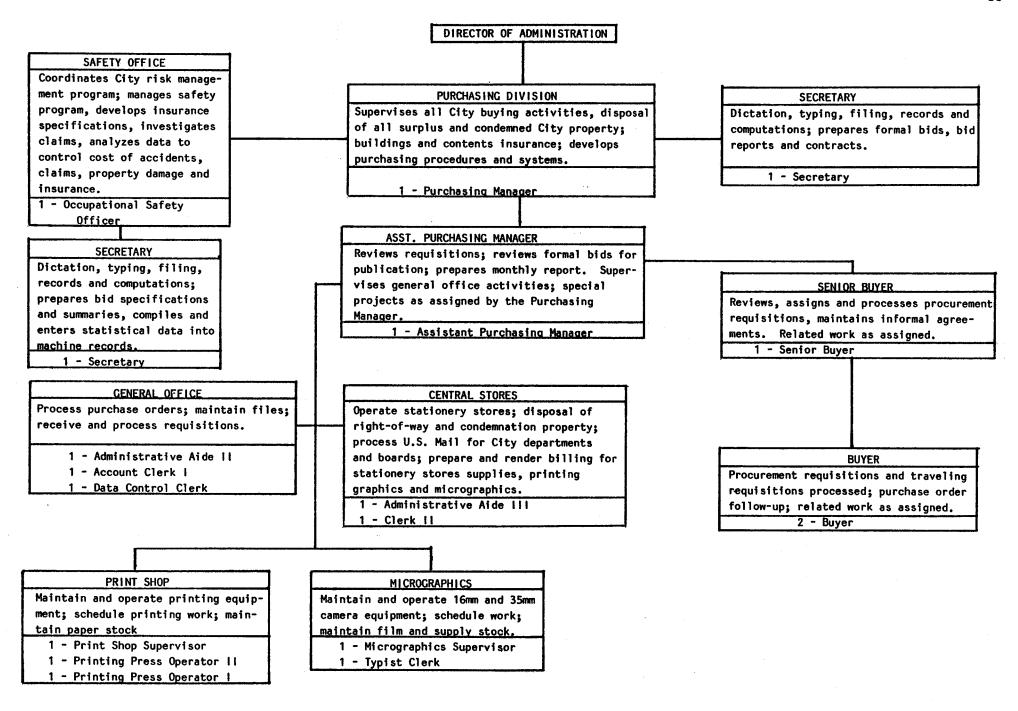
ACCOUNTS PAYABLE

- 1 Account Clerk III
- 2 Account Clerk II

1 - Clerk II

ACCOUNTS RECEIVABLE & PETTY CASH REPORTS

1 - Account Clerk III



DIRECTOR OF ADMINISTRATION RETIREMENT AND GROUP INSURANCE DIVISION Group Life Insurance Board Police and Fire of Trustees Directs and coordinates the municipal Retirement Board employees' retirement, group insurance, and deferred compensation programs, and pro-3 Members vides administrative services for its gov-12 Members erning boards. Deferred Wichita Employees' 1. Police and Fire Retirement System Wichita Employees' Retirement System Compensation Retirement Board Management Group Life Insurance Plan Board Group Health Insurance Plan Deferred Compensation Plan 12 Members Paycheck Protection Plan 5 Members 1 - Retirement & Insurance Director General office operation - administrative, secretarial and clerical duties, including requisitions, correspondence, record maintenance, typing and filing. 1 - Administrative Aide I 1 - Secretary

DIRECTOR OF ADMINISTRATION

TREASURY DIVISION

Directs and coordinates the collections and deposits of all funds; maintains projections of cash balance; supervises all cash disbursements; maintains cash position; administers investment of all funds, including idle funds; develops collecting procedures and systems; supervises licensing program; administers bond and note sales and debt management.

1 - City Treasurer

SUPERVISION

The Deputy City Treasurer directly supervises the License Section and assists the Treasurer in supervising and directing the other sections of the Treasurer's Division.

1 - Deputy City Treasurer

ADMINISTRATION

Performs administrative and clerical duties for the City Treasurer and Deputy City Treasurer; processes the investment of all City funds; computes interest earnings; prepares and maintains investment reports and records.

1 - Account Clerk II

COLLECTION

Receives and processes water payments made to the Treasurer's Office, collects and handles all parking meter monies.

- 1 Cashier II
- 3 Teller
- 1 Teller (PT-50%)
- 2 Parking Meter Coin Collector

GENERAL OFFICE

Verifies, records, and deposits all City receipts; maintains cash ledger; prepares voucher warrants and bank reconciliations for all City and federal funds. Maintains records of all bond and coupon payments; assists secretary in investment processing.

- 1 Accountant I
- 1 Account Clerk II
- 1 Account Clerk I

LICENSING

Issues billings, types licenses and maintains records. Provides field license investigations.

- 1 Administrative Aide III
- 1 Account Clerk I
- 1 Clerk II

CITY MANAGER DEPUTY CITY MANAGER

DEPARTMENT OF COMMUNITY FACILITIES

Organizes, directs and coordinates the activities of the department, including the determination of major policies and long-term planning; directs the operation and maintenance of the Energy Plant, Century II, Omnisphere, and Lawrence-Dumont Stadium; directs the maintenance of equipment and buildings of City Hall, Indian Center, Art Museum, Library and the Wichita Historic Museum.

1 - Director of Community Facilities

EXECUTIVE ASSISTANT

Organizes and coordinates the activities of Lawrence-Dumont Stadium. Carries out special projects, technical and statistical studies for the director

1 - Executive Assistant

SECRETARIAL

Responsible for correspondence, filing, typing, dictation and other office activities. Answers inquiries from the public and other agencies.

1 - Administrative Secretary

OMNISPHERE EARTH-SPACE CENTER

Organizes, directs and formulates policy and programming of appropriate educational and entertaining presentations in astronomy and earth science for the area schools and general public.

- 1 Omnisphere Director
- 1 Assistant to the Director
- 1 Administrative Aide I (PT-50%)
- 2 Secretary

CENTURY II OPERATIONS

See Page 22

BUILDING SERVICES

See Page 23

LAWRENCE-DUMONT STADIUM

Provides a public park for professional and non-professional baseball and other appropriate public activities.

- 1 Stadium Maintenance Supervisor
- 1 Maintenance Worker
- 4 Custodial Worker I (seasonal)
- 1 Building Attendant (PT-50%)

DIRECTOR OF COMMUNITY FACILITIES

CENTURY II OPERATIONS

Organizes, directs and supervises the operation of Century II, which includes general administrative duties, budgeting, event coordination and set-up, booking, scheduling, negotiating contracts, stage supervision, promotion, and the custodial care of Century II, Library and the Omnisphere.

1 - Auditorium Manager

BOOKING AND SCHEDULING CLERICAL

This section is responsible for booking and scheduling events into Century II, writing contracts and collecting deposits and rents. Also responsible for the department payroll, purchase requisitions, keeping records and other general accounting and clerical duties.

1 - Account Clerk II

AUDITORIUM MAINT. & SET-UP

This section is responsible for cleaning and setting the halls for functions at Century II, including basketball, wrestling, boxing, exhibits, banquets, meetings, concerts, car, boat and travel shows and a myriad of other events. This section is also responsible for the general housekeeping duties at Century II and the Omnisphere and the Library.

- 1 Auditorium Maint. Supervisor
- 4 Labor Supervisor
- 5 Custodial Worker II
- 12 Custodial Worker I

STAGES

This section supervises and coordinates the activities of skilled craft workers engaged in the operation of the Century II stages. Also responsible for the maintenance of the stages and stage equipment.

- 1 Auditorium Stage Supervisor
- 1 Maintenance Mechanic (PT-50%)

DIRECTOR OF COMMUNITY FACILITIES

BUILDING SERVICES

This division is responsible for the maintenance and housekeeping of City Hall, Police Garage. Art Museum and Indian Center; certain duties at the Radio Maintenance Center; custodial care of the MTA building; and maintenance of Century II, Historic Museum, Omnisphere and Library

1 - Building Maintenance Supervisor

CITY HALL **MAINTENANCE**

This section is responsible for the mechanical maintenance of City Hall, Police Garage, Art Museum, Indian Center and certain duties at the Radio Maintenance Center. Maintenance at City Hall is provided on a 24-hour basis.

- 1 Auditorium Equip. Supv.
- 1 Stationary Engineer II
- 1 Elec. Systems Supervisor
- 6 Maintenance Mechanic
- 3 Maintenance Worker
- 1 Electrician II

CITY HALL CUSTODIAL

This section is responsible for the housekeeping duties at City Hall, Police Garage. Art Museum, Indian Center, MTA building. Also responsible for supervising the contractual clean of City Hall's restrooms and sorting interoffice mail.

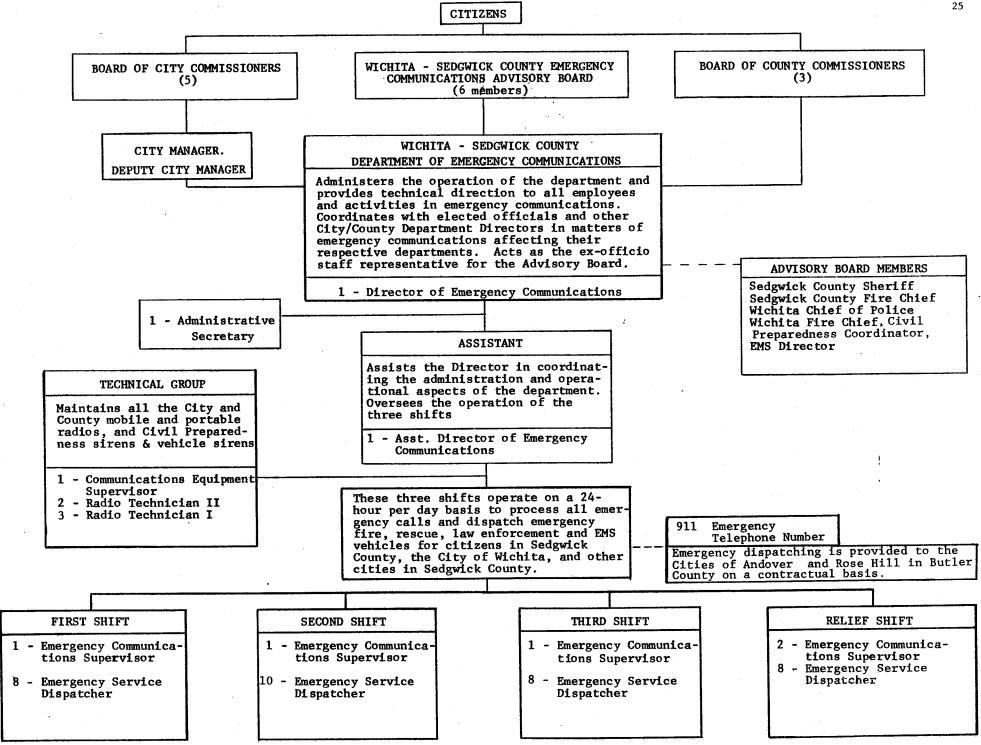
- 1 Auditorium Maintenance Supervisor
- 1 Labor Supervisor
- 5 Custodial Worker II
- 11 Custodial Worker I
- 2 Custodial Worker I (PT-50%)

CENTURY II **EQUIPMENT MAINTENANCE**

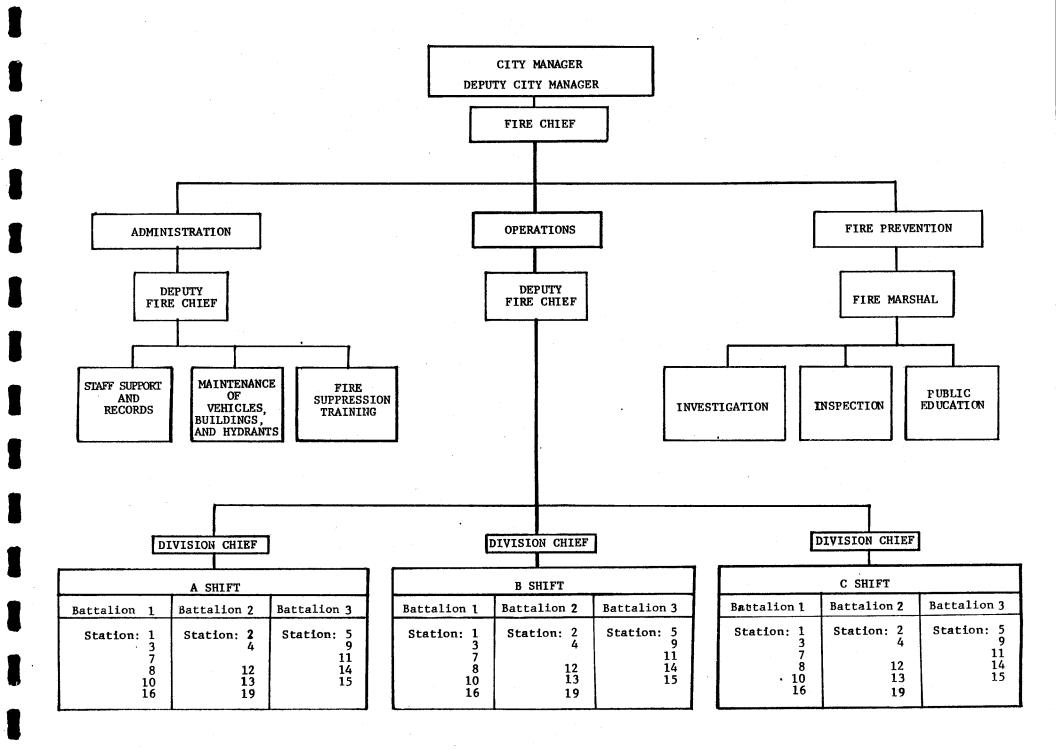
This section is responsible for the mechanical maintenance of Century II, the Wichita Library, Omnisphere, Historic Museum and certain duties at Lawrence-Dumont Stadium

- 1 Auditorium Equip. Supv.
- 1 Stationary Eng. II
- 3 Maintenance Mechanic
- 3 Maintenance Worker
- 1 Electrician II

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FIRE DEPARTMENT

Directs and supervises the activities of three divisions within the department. Plans program and standard of fire protection throughout City.

1 - Fire Chief

Reception work, typing, filing correspondence

1 - Administrative Secretary

ADMINISTRATION

Overall supervision of the Fire Department budget, staff assistance, care of records, and maintenance,

1 - Deputy Fire Chief

STAFF SUPPORT AND RECORDS

Correspondence, typing, filing, preparation of reports, maintaining of records, and data processing, research and development and inventory.

- 1 Chief Executive Officer
- 1 Administrative Aide I
- 1 Secretary
- 1 Data Control Clerk

TRAINING SCHOOL

Development and supervision of a comprehensive training program for all fire fighting personnel.

- 1 Chief Fire Operations
 Training Instructor
- Training Instructor
 3 Fire Operations Training
 Instructor
- 1 Physical Fitness and Safety Officer
- 1 Coordinator of Fire and Medical Rescue Services

FIRE MAINTENANCE

Maintenance, repair and new construction of buildings and associated equipment and maintenance of fire hydrants. Repair and maintenance of all Fire Department

- 1 Fire Captain
- 1 Fire Lieutenant
- 1 Fire Hydrant Mechanic (civilian)
- 1 Fire Master Mechanic
- 3 Fire Department Mechanic

FIRE CHIEF

OPERATIONS

Extinguishing of fires, rescue, evacuation and salvage, emergency medical care, company inspections and training of firefighters.

1 - Deputy Fire Chief

FIRE FIGHTING SERVICE

Divided into three districts. Is responsible for extinguishing of fires, resuscitator/rescue and evacuation, salvage operations. Emergency Medical care to the public, company inspection, fire hydrant inspection, fire investigation, and other related work.

hydrant inspection,	fire investigation, and oth	er relaced work.
	3 - Division Fire Chief	
DISTRICT NO. 1	DISTRICT NO. 2	DISTRICT NO. 3
4 - Battalion Chief	3 - Battalion Chief	3 - Battalion Chief
`		
Station 1	Station 2	Station 5
5 - Captain	5 - Captain	3 - Captain
9 - Lieutenant	12 - Lieutenant	3 - Lieutenant
24 - Firefighter	24 - Firefighter	10 - Firefighter
3 - Fire Invest. I		
Station 3	Station 4	Station 9
3 - Captain	3 - Captain	3 - Captain
3 - Lieutenant	3 - Lieutenant	3 - Lieutenant
10 - Firefigher	10 - Firefighter	10 - Firefighter
Station 7	Station 12	Station 11
3 - Captain	3 - Captain	5 - Captain
3 - Lieutenant	3 - Lieutenant	6 - Lieutenant
10 - Firefighter	10 - Firefighter	15 - Firefighter
Station 8	Station 13	Station 14
3 - Captain	3 - Captain	3 - Captain
3 - Lieutenant	3 - Lieutenant	3 - Lieutenant
10 - Firefighter	10 - Firefighter	10 - Firefighter
Station 10	Station 19	Station 15
3 - Captain	3 - Captain	3 - Captain
3 - Lieutenant	3 - Lieutenant	3 - Lieutenant
10 - Firefighter	10 - Firefighter	10 - Firefighter
Station 16		
3 - Captain		
3 - Lieutenant		
10 - Firefighter		the state of the s

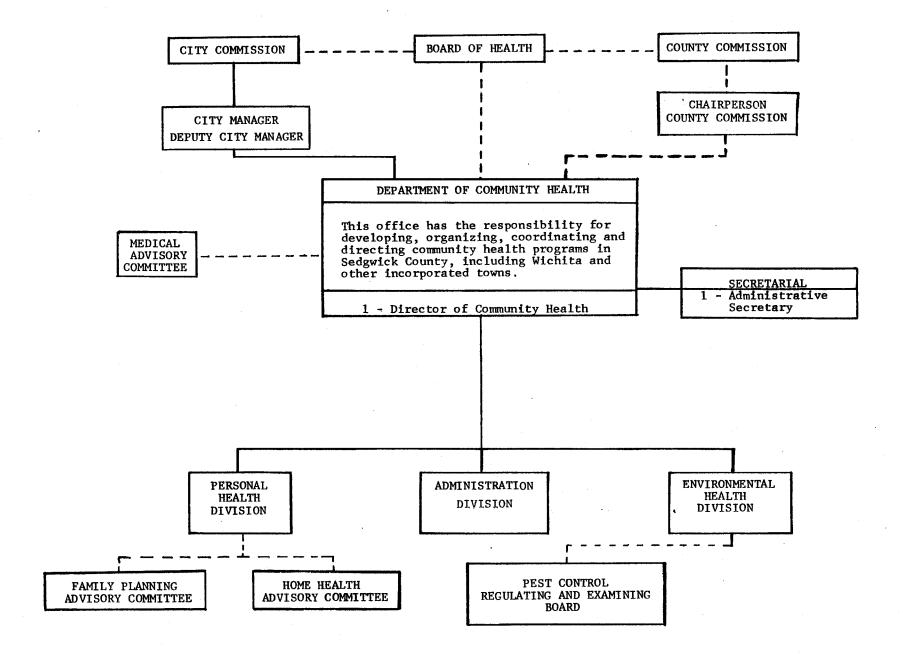
NOTE: The three Fire investigator is assigned to Station 1 work eight hour days and assist the Fire Prevention Division.

NOTE: The three Division Fire Chiefs (one assigned to each shift) are assigned to Station 1.

NOTE: Personnel authorized to fill in for vacation, Kelly days, sick leave days, etc. are reflected in the personnel strength at Stations 1, 2 and 11.

Instructor 1

FIRE CHIEF FIRE PREVENTION Inspection of property, investigation of fires, arson investigation, inspection and issuing of permits for liquified petroleum and flammable liquid installations, condemnation of unsafe buildings, handling complaints, and enforcing ordinances, public education program. 1 - Fire Marshal SUPPORT SERVICES Typing, filing, records and computations. Schedules training programs, answers complaints, manages citations, permits and "I" sticker program. 1 - Administrative Aide | 1 - Secretary INVESTIGATION INSPECTION PUBLIC EDUCATION Investigation of fires causing Inspection of property, issuance of permits Training personnel for fire brigades death, those of irregular or for liquified petroleum and flammable liquid in industrial plants, hospital evacuasuspicious origin, those of large installation, condemnation of unsafe buildings, tion plans, adult care homes, and loss or explosions. enforcement of ordinances. schools. Program for fire safety through press, radio, television, personal talk's and demonstrations. 1 - Chief Fire Investigator 1 - Chief Fire Inspector 1 - Chief Fire Prevention Training 1 - Fire Investigator II 1 - Fire Prevention Plans Examiner Instructor 1 - Fire Investigator I 1 - Fire Protection Systems Specialist 1 - Fire Prevention Inspector II 3 - Fire Prevention Inspector 1 1 - Fire Prevention Training Instructor II 2 - Fire Prevention Training



DIRECTOR OF COMMUNITY HEALTH

ADMINISTRATION DIVISION

Directs and coordinates all administrative services. Assists director in formulation of administrative policies and procedures and coordinating activities of two operating divisions.

1 - Health Administrative Services Director

HEALTH EDUCATION SERVICES

Plans and implements public awareness programs stressing a healthful lifestyle and prevention of illness.

- 1 C. H. Education Dir.
- 1 Dental Health Education Supv.
- 1 Secretary
- *Dental Health for Children
 Program
- 1 Dental Health Educator
- 1 Dental Assistant

LABORATORY SERVICES

Performs laboratory analysis necessary for the protection of the health of the community.

- 1 Lab. Director
- 1 Bact. II
- 1 Typist Clerk
- * Gonorrhea Program
- 2 Bact. 11
- 1 Lab Assistant (PT-50%)

*Family Planning

1 - Bact. !!

BUILDING & CROUNDS/MOTOR POOL

Provides general maintenance of of equipment, building and grounds, storage of supplies property inventory and motor pool management.

- 1 Stationary Engineer II
- 4 Custodial Worker II
- 1 Chief Mechanic
- 1 Automotive Mechanic

ACCOUNTING SERVICES

Controls all fiscal records, prepares budgets, procures personnel, contractual services, commodities, and equipment; and maintains vital statistics.

- 1 Administrative Asst.
- 2 Account Clerk !I
- 1 Secretary

*Health Assessment

- 1 Clerk 11
- *Home Health Services
- 1 Account Clerk II
- *Family Planning
- 1 Account Clerk I

ALCOHOLISM FAMILY COUNSELING

Provides counseling for the addicted person and those emotionally involved.

- *1 Alcoholism Program Director
- **2 Counselor II
- *1 Secretary

*Federal/State Funds

**Special Alcohol Program

PERSONAL HEALTH SERVICES DIVISION Directs and coordinates the overall planning and administration of all Personal Health Service programs. 1 - Personal Health Services Director 1 - Administrative Aide L FIELD SERVICES CLINIC SERVICES SPECIAL SERVICES Plans, directs and supervises Licensure Program, Plans, directs, and supervises Family Plans, Directs and supervises WIC Planning, Maternal and Infant, V.D., SSI Program and five Health Stations. (Supplemental Food Program for Women, infants & Children and Immunization and T. B. Clinics. Home Health Agency. 1 - Chief, Field Services 1 - Chief, Clinic Services *1 Chief, Special Services *WIC 1 - Nutritionist || 1 - Nurse Clinician 2 - Nurse Clinician 4 - C. H. Nurse !!! 1 - C. H. Nurse !!! 13 - C. H. Nurse I 1 - C. H. Nurse 11 (PT-25%) 1 - Nutritionist | 1 - C. H. Nurse ! 1 - Secretary 1 - P. H. Educator I 4 - Clerk II 3 - C. H. Nurse 1 1 - Administrative Aide | 1 - Typist Clerk 1 - C. H. Aide *Maternal and Child Health *Family Planning 4 - Clerk II 1 - C. H. Nurse I 1 - C. H. Aide 1 - C. H. Aide (PT-50%) 1 - Typist Clerk *Home Health Services 1 - Social Worker I 3 - C. H. Nurse III *Health Assessment 2 - Clerk 11 10 - C. H. Nurse I 1 - C. H. Nurse I 1 - Physical Therapist 1 - Bacteriologist !! 1 - C. H. Nurse I (PT-50%) 1 - Occupational Therapist 1 - L.P.N. *Maternal & Infant Care 1 - Secretary 1 - Nurse Clinician 1 - Clerk II 1 - Social worker I 3 - Home Health Aide *Northeast Health Services 1 - Social Worker I (PT-50%) 1 - Storekeeper 1 - C. H. Nurse III (PT-50%) 1 - C. H. Nurse II 1 - Typist Clerk 1 - Clerk II *Colvin Health Station *Indochinese Refugee Assist. 1 - Typist Clerk 1 - Clerk II *Community Health Services *T. B. Project Grant 1 - C. H. Nurse I 1 - C. H. Nurse I 1 - Home Health Aide (Interpreter) 1 - Clerk II 1 - Home Health Aide (Interpreter) (PT-50%) *Health Assessment 3 - C. H. Nurse I 1 - C. H. Nurse I (PT-50%) *Refugee Screening 1 - Interpreter Aide 1 - C. H. Nurse I *Prevention of Prematurity 1 - Clinician 1 - C. H. Aide *Federal/State Funds *T. B. Outreach 1 - Health Aide

DIRECTOR OF COMMUNITY HEALTH

DIRECTOR OF COMMUNITY HEALTH 34 ENVIRONMENTAL HEALTH DIVISION Directs and coordinates the overall planning and administration of all environmental programs including routine staff assistance to three appointive boards or committees. 1 - Environmental Health Director CLERICAL, DATA, RECORDS, AND COMMUNICATIONS ENVIRONMENTAL QUALITY ENVIRONMENTAL SERVICES Performs coordination of air, water and general Performs coordination of milk, food, institution pro-3 - Secretary grams, and the maintenance of animal control activities environmental quality programs and the maintenance including: eating and drinking establishments, food 1 - Radio Dispatcher of solid waste and vector activities including: air and water pollution control, water supply and waste systems (permits), solid waste (permits), camps, swimming pools and mobile home parks; weeds, stores, warehouses and manufacturing plants, food *1 - Secretary handlers' school, milk plants and farm producers, adult and child care homes, schools and hospitals, and junk vehicles, animal maintenance (permits) and animal control and rables prevention. other land use maintenance; and control of mosquitos, 1 - Chief, Environmental Services flies, rats, birds and poison ivy. 1 - Chief, Environmental Services WATER QUALITY CROSS-CONNECTION FOOD AND INSTITUTION CONTROL AIR QUALITY MILK 1 - P.H. Sanitarian II 1 - P.H. Sanitarian II 1 - P.H. Sanitarian II *1 - Air Quality Environ-4 - P.H. Sanitarian I mentalist 2 - P.H. Sanitarian I 1 - Air Quality Technician II ENVIRONMENTAL QUALITY ANIMAL CONTROL SWIMMING POOLS, SOLID COLLECTION PERMITS VECTOR CONTROL 1 - Animal Control Field Supv. - P.H. Sanitarian II 1 - P.H. Sanitarian II 1 - Animal Control Shelter Supv. - P.H. Sanitarian I 1 - Equipment Operator II 7 - Animal Control Officer II 7 - Animal Control Officer I 1 - Clerk II 1 - Animal Control OfficerI (PT-50%)

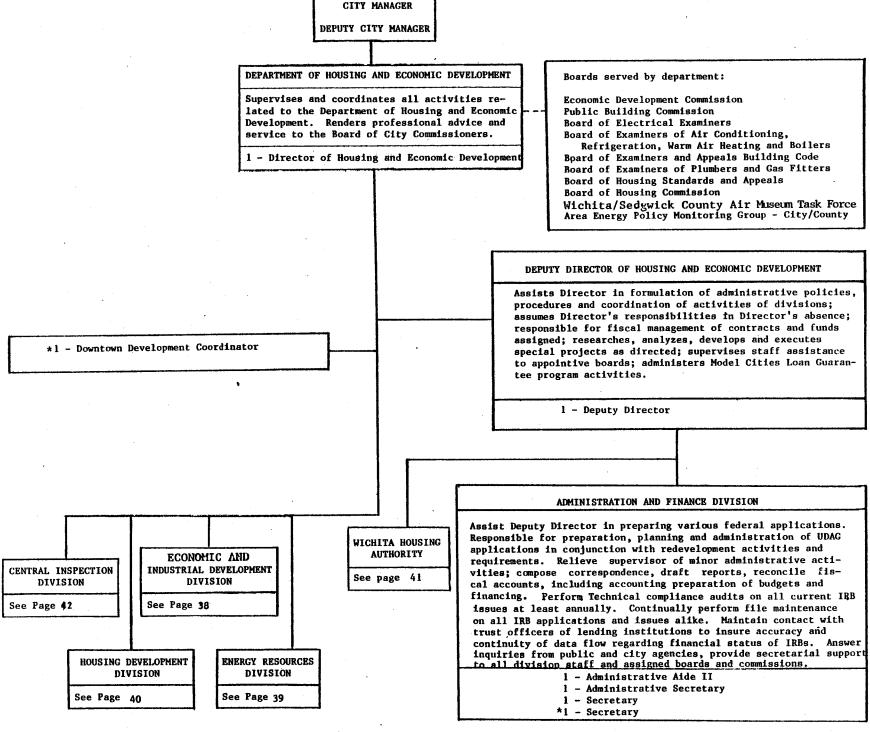
DIRECTOR OF COMMUNITY HEALTH

STATE AND FEDERAL CRANTS

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Indochinese Refugee Assistance Program (10/1/83 - 9/30/84)
Air Pollution (10/1/83 - 9/30/84)
                                                                                       (Self-sustaining)
1 - Air Quality Environmentalist
                                                                             1 - Clerk !!
1 - Secretary
                                                                             Maternal & Child Health (7/1/83 - 6/30/84)
Alcoholism Family Counseling (6/1/83 - 5/31/84)
                                                                             1 - C. H. Nurse |
1 - Alcoholism Program Director
                                                                             1 - Typist Clerk
1 - Secretary
                                                                             Maternal & Infant Care Project (7/1/83 - 6/30/84)
Community Health Services (7/1/83 - 6/30/84)
                                                                             1 - Nurse Clinician
1 - Community Health Nurse |
                                                                             1 - Social Worker
1 - Home Health Aide (Interpreter)
                                                                             1 - Social Worker I (PT-50%)
1 - Home Health Aide (Interpreter) (PT-50%)
                                                                             1 - Community Health Nurse III (PT-50%)
                                                                             1 - Clerk II
Dental Health Project (7/1/83 - 6/30/84)
1 - Dental Health Educator
                                                                             Northeast Health Services (1/1/84 - 12/31/84)
1 - Dental Assistant
                                                                             1 - C. H. Nurse II
                                                                             1 - Typist Clerk
Family Planning (7/1/83 - 6/30/84)
1 - Social Worker I
                                                                             Colvin Health Station (1/1/84 - 12/31/84)
1 - C. H. Aide
                                                                             1 - Typist Clerk
1 - C. H. Aide (PT-50%)
2 - Clerk II
                                                                             Prevention of Prematurity (10/1/83 - 6/30/84)
1 - Bacteriologist II
                                                                             1 - Clinician
1 - Account Clerk I
                                                                             1 - C. H. Aide
Gonorrhea Control (7/1/83 - 6/30/84)
                                                                             Refugee Health Screening (10/1/83 - 6/30/84)
2 - Bacteriologist II
                                                                             1 - C. H. Nurse I
1 - Laboratory Assistant (PT-50%)
                                                                             1 - Interpreter Aide
                                                                             T. B. Grant (7/1/83 - 6/30/84)
Health Assessment (1/1/84 - 12-31/84) (Self-sustaining)
                                                                             1 - C. H. Nurse I
3 - C. H. Nurse |
                                                                             1 - Clerk II
1 - C. H. Nurse I (PT-50%)
1 - Clerk II
                                                                             T. B Outreach (10/1/83 - 9/30/84
Home Health Services (1/1/84 - 12/31/84) (Self-sustaining)
1 - Chief, Special Services
3 - C. H. Nurse III
                                                                             1 - Health Aide
                                                                             WIC--Suppl, Food Prog. for Women, Infants & Children (7/1/83 - 6/30/84)
10 - C. H. Nurse I
                                                                             1 - Nutritionist II
 1 - Physical Therapist
                                                                             1 - Nutritionist |
 1 - Occupational Therapist
                                                                             1 - P. H. Educator I
 1 - L.P.N.
                                                                             3 - C. H. Nurse 1
 3 - Home Health Aide
                                                                             1 - C. H. Aide
 1 - Secretary
                                                                             4 - Clerk II
 1 - Clerk II
 1 - Account Clerk II
 1 - Storekeeper
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NOTE: The positions listed on this page are a summary of all the Health non-locally funded positions shown on the previous Health pages. Also shown are the inclusive dates of the current contracts and budgets.

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DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

ECONOMIC AND INDUSTRIAL DEVELOPMENT DIVISION

Coordinates and supervises economic and industrial development functions for the department. Administers and makes division recommendations on City's IRB program. Serves as liaison official between City Departments and industry on area industrial development activities.

Monitors and administers funding requests for City/Chamber of Commerce economic development contract. Participates at state level with activities sponsored by the Kansas Cavalry and the Kansas Association of Commerce and Industry.

1 - Economic and Industrial Development Officer

SERVICES TO INDUSTRY

Schedules and conducts initial meetings of all industrial revenue bond applications between applicant, bond underwriter, and legal counsel. Processes all IRB proposal correspondence and coordinates effort within other applicable City departments. Reviews IRB contractual documents and provides opinion to legal department as to the validity of the documents. Works with all economic development groups toward the betterment of Wichita. Continues to function as liaison between industry and City government with visits to local industry officials. Performs special assignments as required.

2 - Industrial Analyst

DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

ENERGY RESOURCES DIVISION

Directs and coordinates energy conservation and planning activities; promotes public awareness activities; coordinates and promotes efforts to develop and maintain adequate energy supply for local needs; monitors environmental impacts of energy alternatives; secretariat to joint City/County Energy Advisory Board; coordinates weatherization programs and building Energy Audits; implements Area Energy Policy Plans of Action.

- 1 Energy Coordinator
- 1 Secretary

THE ENERGY PLACE FACILITY

Provides for public demonstrations, tours, audiovisual aids, workshops, seminars (i.e., Heating with Wood, Building a Solar Greenhouse, Passive Solar Design), Home Show and Energy Fair; furnishes conservation information, residential energy audit assistance; clearinghouse for community Energy Efficiency Programs and information dissemination.

PUBLIC AWARENESS

Designs and develops techniques, vehicles and strategies for energy information, disseminates conservation materials; coordinates media participation; advises public on future local energy activities; prepares promotion programs; interfaces with KCC, DOE on projects and events; prepares funding proposals; solicits cosponsors for project participation; promotes public awareness in community energy efficient measures.

OPERATION AND MANAGEMENT

Develops, installs, designs, maintains and tests energy systems and demonstration projects; manages facility operations, grounds, equipment; conducts evaluations and audits of City structures; advises on conservation techniques; interfaces with WSU, DOE on energy programs, initiates funding proposals; programs media and public events; maintains comprehensive energy research library, coordinates presentations and information distribution.

** 1 Administrative Aide | | |

LOW INTEREST LOAN PROGRAM

Administers and manages Wichita Energy Loan Program (WELP) which includes handling outstanding loans requiring posting of payments and delinquent account procedures; initiates loan agreements; provides resources and clearinghouse for public inquiries; supervises interpretation of infrared thermograms; provides for offsite informational programs on weatherization.

**1 - Administrative Aide |

ON-SITE FIELD OPERATIONS

Trains, supervises and coordinates on-site labor teams from CWEP, SRS, and Housing Development; performs field inspections and certifications of activities.

- *1 Administrative Aide II
- *4 Labor Supervisor |
- *3 Laborer I
- *1 Project Manager Trainee
- *3 Apprentice Worker
- Up to 12 Weatherization Worker (Non-City)

CITY ENERGY CONSERVATION PROGRAMS

Directs and coordinates all residential weatherization projects; supvervises interfacing of delegate programs with DOE, CSA, SRS, SEOO, and Housing Development services; responsible for management of WELP/WAP Programs.

**1 - Energy Supervisor

SPECIAL DELEGATE PROGRAMS

Administers and manages grant/ delegate lot-income Weatherization Assistance Programs (WAP): coordinates labor and contractual sources; secures and develops funding sources and labor resources; supervises grant applications and commitments.

- **1 Administrative Assistant
- **1 Secretary
- **1 Clerk | 1

*SE00/D0E **CDBG/HUD DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

HOUSING DEVELOPMENT DIRECTOR

Designs, directs and coordinates all activities related to housing development, housing rehabilitation, and the activities of the Special Projects Team; promotes public awareness, develops and administers programs for development, redevelopment and rehabilitation working with the Economic Development Commission, HUD, WHA, local lenders, developers, buildings, and the public.

- 1 Housing Development Director
- 1 Secretary

REHABILITATION OFFICER

Directs and coordinates the implementation of housing development and rehabilitation programs. Approves all federal and local loans and grants for rehabilitation.

1 - Rehabilitation Officer

POLICY AND SPECIAL PROJECTS TEAM

Monitors economic development trends and formulates policies for consideration by Economic Development Commission and City Commission. Researches, analyzes develops and executes special economic development projects as directed. Assists as liaison between City departments and businesses and industries on area development activities.

- 3 Industrial Analyst
- 1 Industrial Development Specialist II

REHABILITATION LOAN PROCESSING

Prepares and processes applications for financial assistance from rehabilitation programs and bond issues; counsels low-income loan applicants; handles invitations for bids from contractors; responsible for all loan documents and maintenance of records, including payroll; responsible for reports to division director, department director and other departments as required,

1 - Rehabilitation Specialist

REHABILITATION LOAN SERVICES

Handles interviews and structure inspections; verifies applicant's eligibility; prepares specifications for needed repairs; estimates costs and insures that all codes and ordinances are met; monitors construction phases; assists property owners in securing contractor bids; acts as liaison between homeowner and contractor.

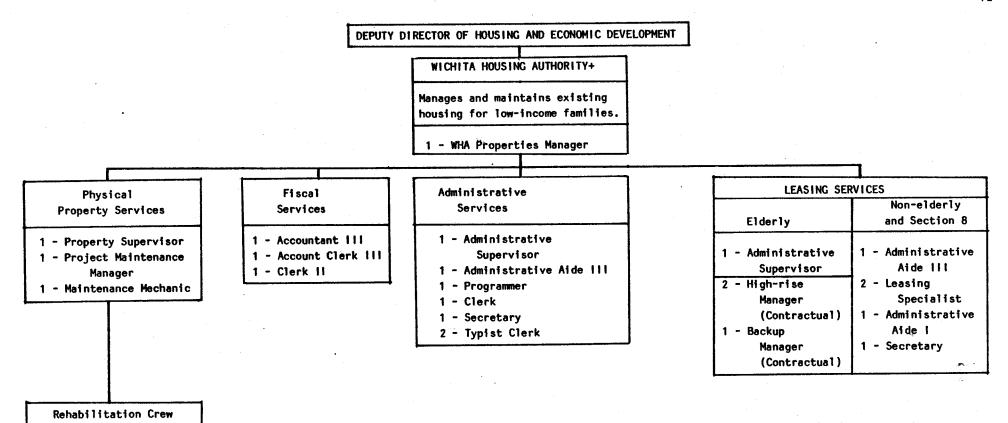
- 1 Rehabilitation Coordinator
- 2 Rehabilitation Loam Specialist
- 1 Rehabilitation Specialist

HOUSING DEVELOPMENT AND REHABILITATION SERVICES

Works with public and private groups on housing development and rehabilitation, including multifamily housing programs; assists in the preparation or revisions of regulations; supervises and inspects rehabilitation work as it progresses; as time permits, provides rehabilitation services similar to those listed under the the Rehabilitation Loan Services section.

- 1 Rehabilitation Coordinator
- 1 Rehabilitation Loan Specialist
- 1 Rehabilitation Specialist

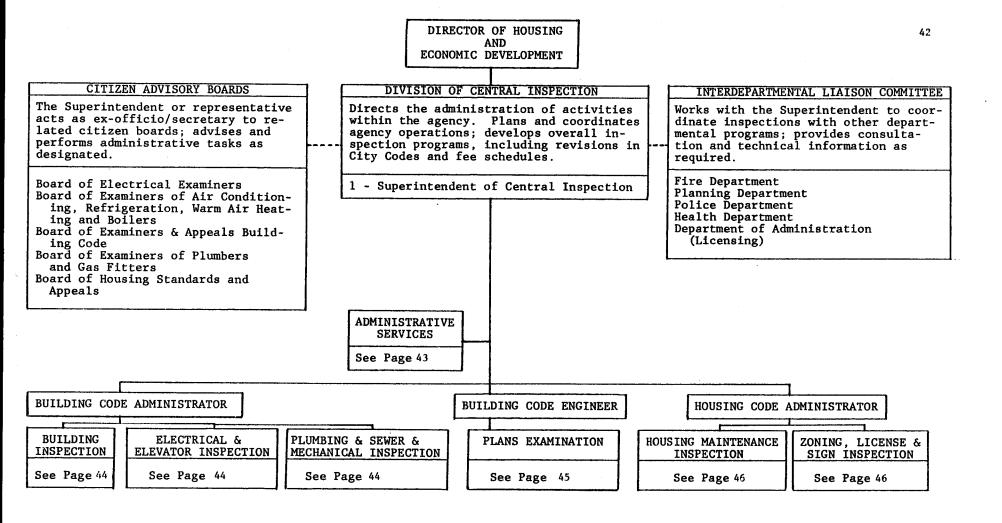
This division is totally funded by federal funds.



*CDBG

*1 - Project Maintenance Supervisor *4 - Project Maintenance Manager *1 - Inspector

+Organization of the Wichita Housing Authority is subject to change after April 1, 1984, pending approval by HUD of the 1985 fiscal year budget request.



SUPERINTENDENT OF CENTRAL INSPECTION

ADMINISTRATIVE SERVICES

Directs division permit and license issuance function, record keeping, data processing services, general clerical support, and public relations activities. Responsible for publication of bi-monthly construction industry newsletter (CINCH). Provides general administrative support to superintendent and assists in policy research and program development.

1 - Administrative Supervisor 1 - Administrative Aide II

SECRETARIAL/CLERICAL SUPPORT

Types correspondence, receives visitors, does filing, answers phones, enters inspection records in ledgers, assists in publication of CINCH, routes inter-office mail, controls data entry on computer files.

- 1 Secretary
- 2 Clerk II

PERMIT AND LICENSE APPLICATION AND ISSUANCE

Processes permit applications to determine compliance with construction codes and zoning ordinance. Responsible for issuance of permits on building, plumbing, electrical, mechanical, sewer, sign, elevator, and moving activities. Issues licenses and certificates to contractors and trades persons. Takes application on exams for licenses and certificates. Sells Codebooks and ordinances. Handles purchasing and payroll functions for the division.

- 1 Permit Examiner
- 2 Account Clerk II
- 3 Clerk II

SUPERINTENDENT OF CENTRAL INSPECTION

BUILDING CODE ADMINISTRATION

Assists and acts for the Superintendent in supervision of all facets of the sections' operation, requiring compliance (totally or in part) with Titles 2, 5, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22, and 23 of the Code of the City of Wichita, Kansas.

1 - Building Code Administrator

COMBINATION INSPECTION

Responsible for inspection of building, plumbing, electrical, and mechanical areas in residential construction.

4 - Combination Inspector

BUILDING INSPECTION

Inspection of new and remodeled building construction, including structures other than buildings for compliance with Title 18 and related City Codes. Conducts periodic maintenance inspections on nonresidential structures; inspects dangerous and damaged structures: monitors Industrial Compliance Certificates; conducts periodic inspections of facilities involved with the issuance of Industrial Revenue Bonds: inspection of existing structures for federally funded assistance projects; awnings, canopies and marquees; fencing and screening generally; subdivision regulations and Community Unit Plan/Planned Unit Development requirements; child day care centers.

- 1 Chief Building Inspector
- 2 Inspector II
- 4 Inspector I

ELECTRICAL & ELEVATOR INSPECTION

Inspection of all electrical installation within the City of Wichita in accordance with Title 19 and related City Codes. Inspection of new elevator and related equipment installations and annual maintenance inspections of passenger and freight elevators, escalators, dumbwaiters, stage lifts, man lifts, etc.

- 1 Chief Electrical & Elevator Inspector
- 1 Electrical Inspector II
- 2 Electrical Inspector 1
- 1 Inspector I (Elevator)

PLUMBING & MECHANICAL & SEWER INSPECTION

Inspection of all plumbing and gas fitting installations in accordance with Title 21 and related City Codes. Inspection of all warm air heating, air conditioning, refrigeration and boiler installation in accordance with Title 22 and related City Codes, including periodic maintenance inspection on all boilers, pressure vessels and vacuum vessels. Inspects all connections to public sewer system.

- 1 Chief Plumbing & Mechanical Inspector
- 1 Plumbing Inspector II
- 2 Plumbing Inspector I
- 1 Mechanical Inspector II
- 1 Mechanical Inspector I

SUPERINTENDENT OF CENTRAL INSPECTION

BUILDING CODE ENGINEERING

Assists and acts for the Superintendent in supervision of all facets of the sections operation; performs code analysis in architectural-related problems; codes research and records maintenance.

1 - Building Code Engineer

PLANS EXAMINATION

COMMERCIAL

Review all new construction or remodeling plans for compliance with City Codes including Titles 18, 15, 28, Historic Landmark preservation Helicopter and Helistops, Excavations, Driveways and Curb Cuts; Off-street Parking; Swimming Pools Right-of-Way Acquisition, Flood Plain Ordinances, Hydrogeological areas, Sub-division Regulations, Community Unit Plan/Planned Unit Development, Drainage, and Energy Conservation Requirements, etc. Prepares reports for supervisory review

- 1 Building Plans Examiner III
- 2 Building Plans Examiner II
- 1 Building Plans Examiner I

SUPERINTENDENT OF CENTRAL INSPECTION

MAINTENANCE INSPECTION

Assists and acts for the Superintendent in supervision of all facets of the sections operation requiring compliance (totally or in part) with Titles 3, 4, 5, 7, 10, 18, 20, 24, 25, 26, and 28 of the Code of the City of Wichita, Kansas.

1 - Housing Code Administrator

HOUSING MAINTENANCE INSPECTION

Performs maintenance inspections of residential properties in accordance with Title 20 and related City Codes. Inspections are conducted on both request and a monitoring basis. Prepares Condemnation cases on dangerous and unsafe structures in accordance with City Policy and State Statute. Inspects reroof, reside and wrecking of residential structures in accordance with Title 18 and related City Codes. Inspects residential structures to be moved either inside or out of the city and performs ownership verification of parcels affected by public works projects.

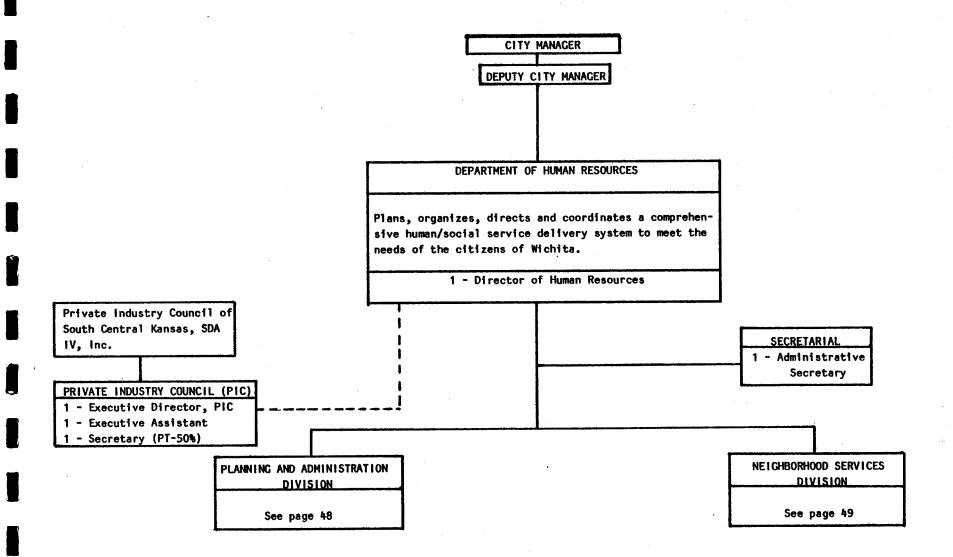
1 - Chief Housing Inspector

- 1 Inspector II
- 3 Inspector I
- *2 Inspector I

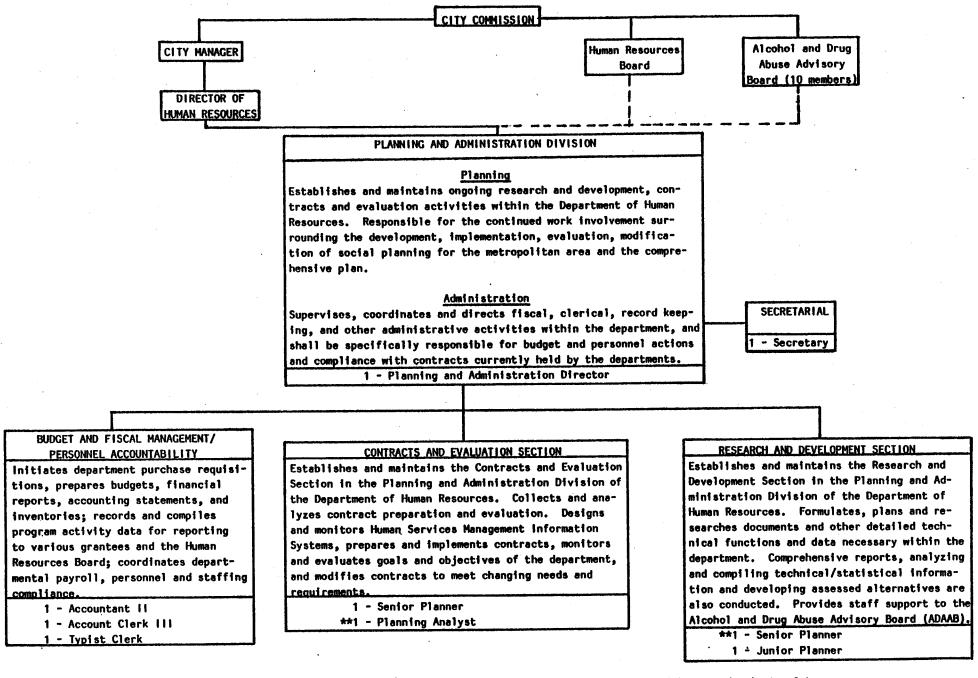
ZONING, LICENSING & SIGN INSPECTION

Enforces Title 28, Zoning Ordinance and related City Codes on both a request and area monitoring basis. Performs licensing functions in conjunction with zoning on Amusement Parks and Rides, Dances and Dance Halls, Motor Vehicle Wrecking, Home Occupations, Cereal Malt Beverages, Oil and Gas Wells, Trailer and Trailer Camps, Fencing, Borrow, Sand & Gravel Pits, etc. Enforces Maintenance requirements of Screening in accordance with Sub-division Regulations and Community Unit Plan/Planned Unit Developments. Inspects all new permanent sign installations for conformance to Titles 24 and 28 as well as enforcing the temporary sign provisions. Periodic maintenance inspections are conducted on all existing signs.

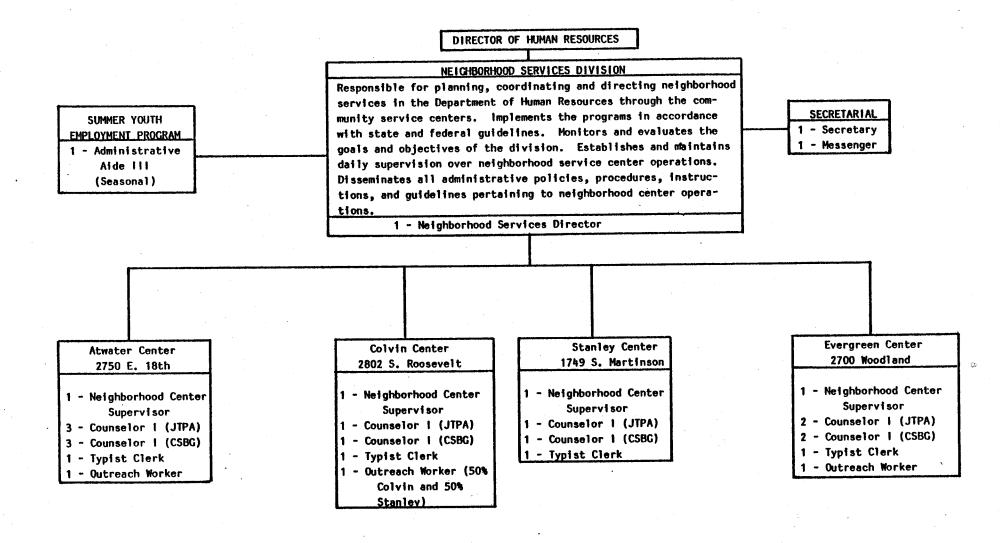
- 1 Inspector II
- 4 Inspector I



The positions listed above are funded from federal sources, including the Department of Labor and Community Services Block Grant (CSBG) program.

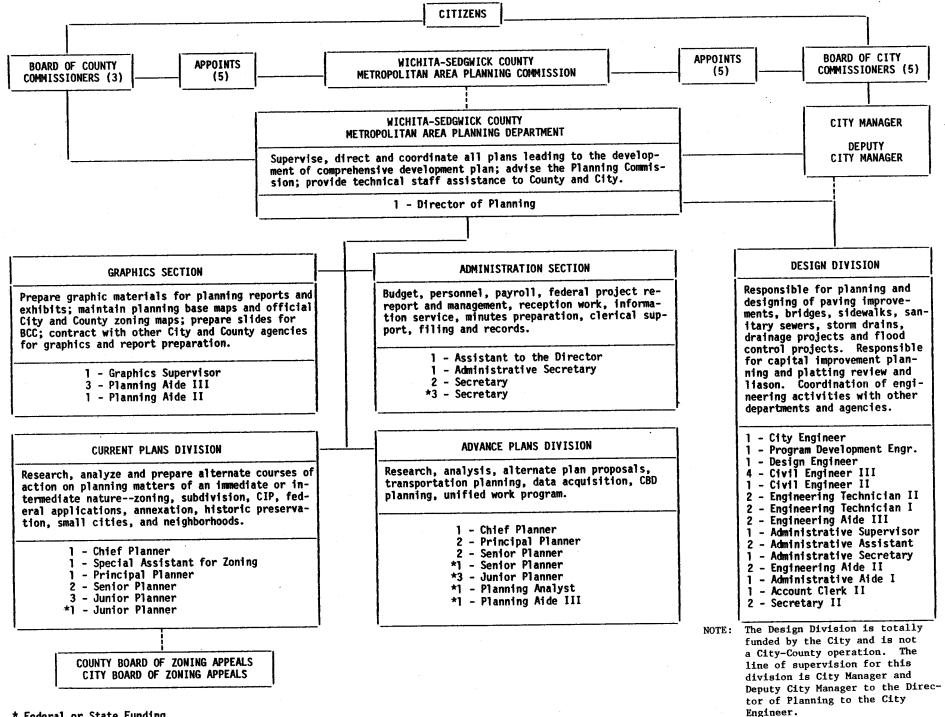


This division is funded by grants from the Community Services Block Grant (CSBG) program, the Department of Labor and private club liquor tax revenues in the Special Alcohol Program. Fund.



This division is funded by grants from the Community Services Block Grant (CSBG) program, the Job Training Partnership Act and the Community Development Block Grant (CDBG) program.

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* Federal or State Funding

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CITY MANAGER
DEPUTY CITY MANAGER

DEPARTMENT OF OPERATIONS AND MAINTENANCE

Responsible for integrating operations and maintenance activity in the following specific areas: maintenance and cleaning of streets, bridges and sidewalks; service and repair of motor vehicles and other equipment within both the Official Motor Pool and the Equipment Motor Pool, installation and maintenance of traffic signals, signs and lane markings; maintenance of the flood control system; operation of the weed mowing and noxious weed control programs; closing former landfill sites, operation of snow removal and ice control program, and construction of streets, bridges, sidewalks, sewers, storm drains and drainage projects. Responsible for coordinating departmental activities with those of other departments and agencies. Responsible for overseeing operation of Brooks Landfill by private contractor.

1 - Director of Operations and Maintenance

ADMINISTRATIVE RESEARCH AND PLANNING SECTION Assist Director in coordinating departmental activities. SECRETARIAL Conduct management research and analysis. Conduct ongoing review of departmental performance. Maintain 1 - Administrative City land records. Responsible for overall development Secretary and administration of the department's budget. Manage and maintain records. Perform cost accounting, payroll preparation, damage case reports, issue various permits RAILROAD CROSSING IMPROVEMENT and licenses, including those for housemoving, sidewalks Responsible for evaluation of railroad crossings, and for adminisand pavement cuts. tration, planning and coordination with railroads for crossing signalization, maintenance, reconstruction and crossing protection. 1 - Assistant to the Director 1 - Chief Engineer 1 - Account Clerk III 1 - Administrative Aide I CONSTRUCTION AND STREET SERVICES LITTER CONTROL FLEET MAINTENANCE DIVISION SURVEY DIVISION DIVISION TRAFFIC ENGINEERING DIVISION See page 59 See page 58 See page 56 See page 54 See page 55

DIRECTOR OF OPERATIONS AND MAINTENANCE

FLEET MAINTENANCE DIVISION

Responsible for the repair, maintenance and management of all vehicles and other equipment included in both the Official Motor Pool and the Equipment Motor Pool. Coordinate division's operations with those of user activities. Responsible for security operation, repair and maintenance of buildings and grounds at the Central Maintenance Facility, 1801 S. McLean Boulevard.

- 1 Fleet Maintenance Director
- 2 Administrative Aide I

CENTRAL MAINTENANCE ACTIVITY

Provide radio dispatching for Operations and Maintenance divisions. Repair and maintain Central Maintenance Facility.

- 1 Maintenance Mechanic Supervisor
- 1 Radio Dispatcher

EQUIPMENT MAINTENANCE SECTION

Responsible for repair and maintenance of all Equipment Motor Pool equipment.

Coordinate the purchase of replacement vehicles and equipment. Conduct preventative maintenance program.

- 1 Fleet Maintenance Supervisor
- 1 Equipment Maintenance Supervisor
- 1 Account Clerk II

OFFICIAL MOTOR POOL SECTION

Repair, maintain and fuel Official Motor Pool vehicles. Conduct preventative maintenance program. Make service calls to vehicles disabled in the field.

FIRST SHIFT

- 1 Equipment Maintenance Supervisor
- 1 Chief Mechanic
- 1 Auto Mechanic Supervisor
- 5 Automotive Mechanic
- 2 Automotive Mechanic Helper
- 1 Storekeeper II

SECOND SHIFT

- I Auto Mechanic Supervisor
- 1 Automotive Mechanic Helper

Note: A Police Lt. serves as liaison on this shift.

SHIFT OPERATIONS

Repair equipment, Perform preventative maintenance. Make service calls to vehicles/equipment disabled in the field.

FIRST SHIFT

- 4 Automotive Mechanic
- 1 Automotive Service Worker SECOND SHIFT
- 1 Chief Mechanic
- 4 Automotive Mechanic

THIRD SHIFT

- 1 Chief Mechanic
- 1 Automotive Mechanic Supervisor
- 3 Automotive Mechanic
- 1 Automotive Service Worker

WEEKENDS & HOLIDAYS

- 3 Automotive Mechanic Supervisor
- 2 Automotive Service Worker

PARTS AND MATERIALS STORES

Maintain parts and materials stores. Procure and issue parts and materials. Conduct inventories.

- 1 Storekeeper III (1st Shift)
- 1 Storekeeper II (2nd Shift)
- 1 Storekeeper II (3rd Shift)

DIRECTOR OF OPERATIONS AND MAINTENANCE TRAFFIC ENGINEERING DIVISION TRAFFIC COMMISSION Responsible for planning and designing traffic control and street 10 Members lighting improvements, as well as operations and maintenance of traffic signals, signs, pavement markings and parking meters. Responsible for research and special studies, staff support to the Traffic Commission and coordination of work activities with other SECRETARIAL divisions, departments and agencies. 1 - Secretary 1 - Traffic Engineer 1 - Administrative Assistant TRAFFIC CONTROL PLANNING, DESIGN AND STREET LIGHTING TRAFFIC OPERATIONS AND MAINTENANCE Responsible for planning and design of traffic control and Responsible for installation and maintenance of traffic street lighting improvements, as well as research and signals, signs, pavement markings and parking meters. special studies. Coordinates work activities with other Coordinates work activities with other divisions and divisions and agencies. agencies. 1 - Associate Traffic Engineer 1 - Traffic Operations and Maintenance Director TRAFFIC CONTROL FIELD RESEARCH FIELD OPERATIONS SUPERVISOR TRAFFIC CONTROL DESIGN AND STREET LIGHTING Perform analysis of traffic signalization. Conduct field surveys necessary Supervise field personnel in into provide an adequate base for intersection capabilities and traffic stallation and maintenance of planning improvements, operavolume. Review and preparation of contraffic signals, signs, pavement tional control, and roadway struction plans and specifications. markings and parking meters. development. Analyze street lighting, maintain records 1 - Traffic Maintenance Supervisor and coordinate installation. 1 - Senior Traffic Investigator 1 - Engineering Technician II 1 - Engineering Aide III INSTALLATION AND MAINTENANCE OF PAVEMENT MARKING/SIGNS/PARKING METERS, AND SIGNAL INSTALLATION UNDERGROUND CONSTRUCTION AND MAINTENANCE 1 - General Supervisor II - Signal Supervisor - Electronic Tech. II TRAFFIC SIGNING PAVEMENT MARKING INSTALLATION MAINTENANCE Install and Maintain Conduct preventative Fabricate, Install & Electrical work for pavement markings with maintain all traffic maintenance. Perform installing new and paint, thermoplastic upgrading existing emergency maintenance signs. & reflective buttons. and repairs on a 24signals. hour, 7-day basis, in-1 - Sign Painter 1 - Labor Supervisor | cluding holidays. 1 - Traf. Signal Mech. 1 - Signal Technician 1 - Traf. Signal 1-Signal Technician 1 - Equipment Oper. II 3 - Signal Electrician Mech. 3-Signal Electrician 3 - Maint. Worker 2 - Maint. Worker UNDERGROUND SIGNAL CONSTRUCTION PARKING METER SHOP install and maintain Install underground parking meters. Conconduit. foundations duct traffic volume & service boxes for new traffic lights. counts. 1 - Maint. Mechanic 2 - Traf. Signal Supervisor Mech. Maint. Mechanic - Maint. Worker

STREET SERVICES DIVISION

Responsible for emergency repair and scheduled maintenance of streets, bridges, sidewalks, alleys, roadside drainage easements, flood control projects and sub-station buildings. Also responsible for overseeing operation of the Brooks Landfill by private contractor, and the final closure plan for Brooks and Chapin Landfill sites.

- 1 Street Services Director
- 1 Administrative Assistant for Operation and Maintenance
- 1 Administrative Aide I

SECRETARIAL

1 - Secretary

PAVEMENT AND SIDEWALK INSPECTION

Inspect pavement cuts made by private contractors, utility companies and other City departments. Supervise construction of driveways and sidewalks by private contractors.

4 - Street Inspector

FLOOD CONTROL AND LANDFILL SECTION

Responsible for emergency repair and scheduled maintenance, including grading, natural waterway reconstruction, stream debri removal, fencing and turfing of the Flood Control project, and covering the two landfill sites in accordance with the State-approved plan.

- 1 Flood Control and Landfill Supervisor
- 1 Administrative Aide II

STREET MAINTENANCE SECTION

See page 57

FLOOD CONTROL MAINTENANCE

Repair erosion damage. Grade and reconstruct waterways. Remove debris, mow, turf, fence and spray. Perform stream flow and test well measurements.

1 - Engineering Aide II

HEAVY EQUIPMENT OPERATIONS

- 1 General Supervisor II
- 8 Equipment Operator II-Heavy

UTILITY OPERATIONS

- 1 Labor Supervisor II
- 5 Equipment Operator I
- 5 Equipment Operator I (Seasonal)

LANDFILL ACTIVITY

Provide cover at landfill sites where dumping is complete (Chapin site and east side of Brooks site).

- 1 Equipment Operator II Supv.
- 3 Equipment Operator II Heavy

STREET SERVICES DIRECTOR

STREET MAINTENANCE SECTION

Responsible for both emergency and scheduled repairs, maintenance and resurfacing of all paved and unpaved streets and alleys.

- 1 Street Maintenance Supervisor
- 1 Assistant Street Maintenance Supervisor

ADMINISTRATIVE SUPPORT

Provide administrative services, including record maintenance, daily operation reports and payroll.

1- Administrative Aide II

ENGINEERING SUPPORT

Establish grades and rightof-ways and perform other support work for zone activities. Investigate drainage problems, and inspect railroad crossings.

- 1 Engineering Aide III
- 1 Engineering Aide II

ALLEY MAINTENANCE

Maintain alleys in all four zones.

- 1 Equipment Operator II Supv.
- 1 Equipment Operator II 2 - Equipment Operator I

ZONE ACTIVITIES

Perform routine maintenance of streets and right-of-way, including grading, patching and surface repairs.

WEST SUBSTATION

1 - General Supervisor II

ZONE 1

- 1 Labor Supervisor II
- 5 Equipment Operator II
- 5 Equipment Operator I
- 1 Laborer I

ZONE 2

- 1 Labor Supervisor II
- 6 Equipment Operator II
- 3 Equipment Operator I

NORTHEAST SUBSTATION

1 - General Supervisor II

ZONE 3

- 1 Labor Supervisor II
- 7 Equipment Operator II
- 4 Equipment Operator I
- 1 Laborer I

ZONE 4

- 1 Labor Supervisor II
- 4 Equipment Operator II
- 5 Equipment Operator I
- 1 Laborer

INTER-ZONE ACTIVITIES

Perform major maintenance operations, including repairing, overlay, stabilization, joint-crack sealing, mudjacking and surface sealing.

- 2 Labor Supervisor II
- 2 Equipment Operator II Supervisor
- 7 Equipment Operator II
- 11 Equipment Operator I
- 1 Laborer I (Seasonal)

DIRECTOR OF OPERATIONS AND MAINTENANCE

LITTER CONTROL DIVISION

Responsible for planning, directing and coordinating all street sweeping, flushing, salting, sanding, snow plowing and other street cleaning operations. Responsible for developing a comprehensive weed mowing and noxious weeds eradication program, including lot cleanup.

1 - Litter Control Director

SECRETARIAL

1 - Secretary

STREET SWEEPING AND SNOW REMOVAL SECTION

Sweep residential areas during day hours, and core area and arterials at night, using mechanical sweepers. Manually pick up litter and trash on medials and along major thoroughfares. Pick up trash from core area public trash receptacles. Responsible for coordinating all snow removal and ice control operations.

- 1 Street Cleaning Supervisor
- 1 General Supervisor II

DAY OPERATIONS

- $\overline{\mathbf{1}}$ Labor Supervisor II
- 12 Equipment Operator II
- 2 Equipment Operator I
- ______2 Laborer I

NIGHT OPERATIONS

- 1 Labor Supervisor I
- 4 Equipment Operator II
- 1 Equipment Operator I

LITTER COLLECTION

- 1 Equipment Operator I
- 1 Equipment Operator I (Downtown Sweeping)**

WEED MOWING AND NOXIOUS WEEDS ACTIVITIES

Mow weeds on public right-of-way. Mow weeds on private property per ordinance. Spray noxious weeds.

1 - General Supervisor I

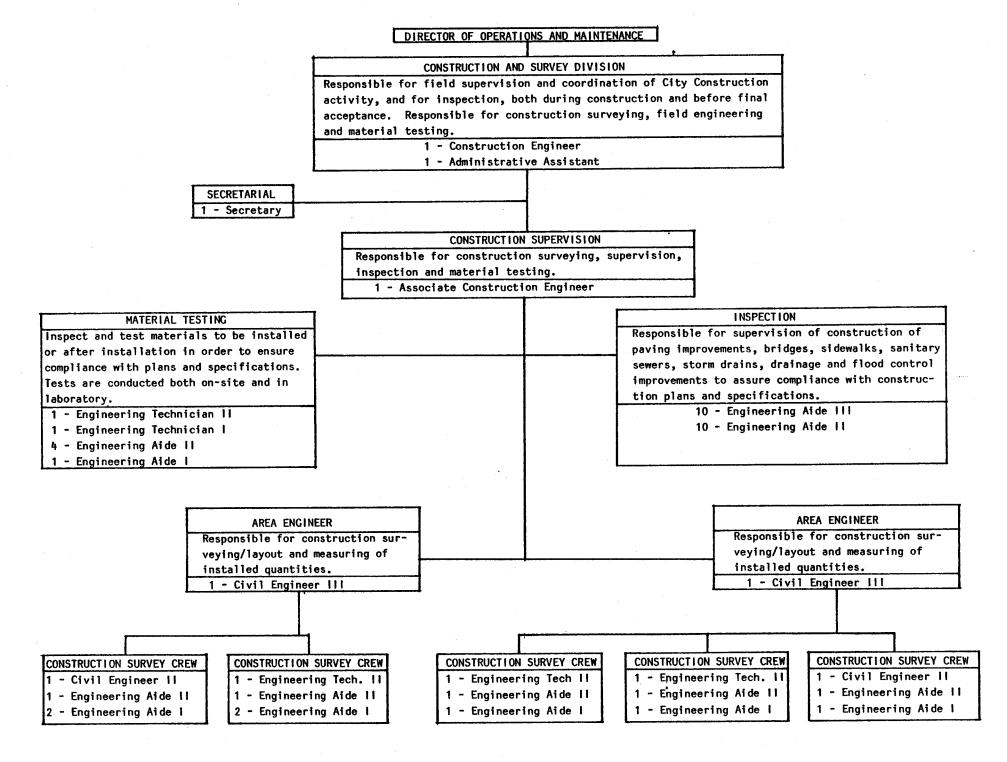
WEED MOWING

- 1 Labor Supervisor I
- 21 Equipment Operator I (Seasonal)
 - 1 Account Clerk II (Seasonal
 - 2 Account Clerk I (Seasonal)

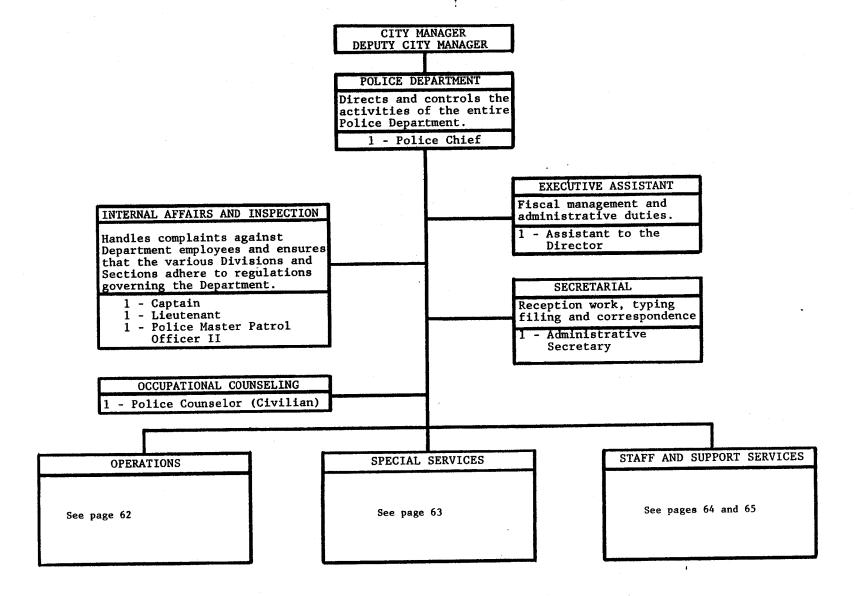
NOXIOUS WEEDS

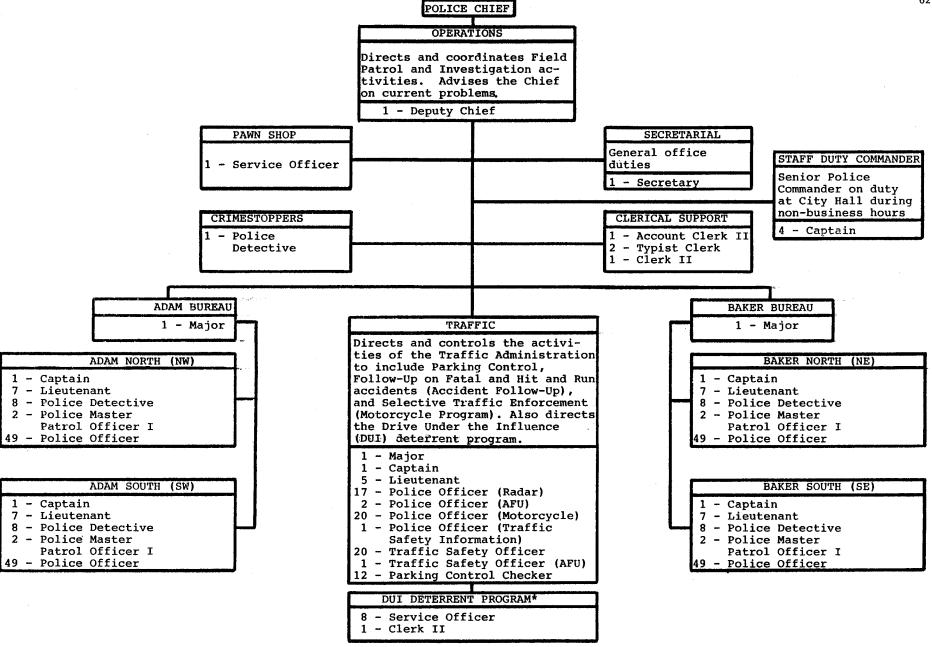
- I Equipment Operator II
- 2 Equipment Operator I (Seasonal)

**This position is funded by the City and the Wichita Chamber of Commerce for downtown sidewalk sweeping and litter control.

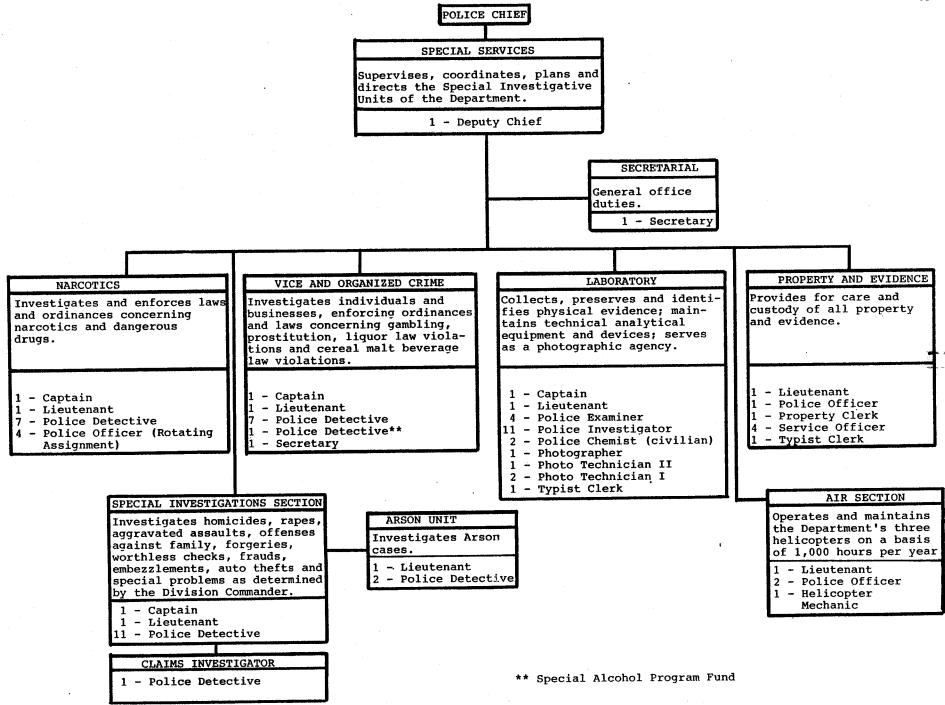


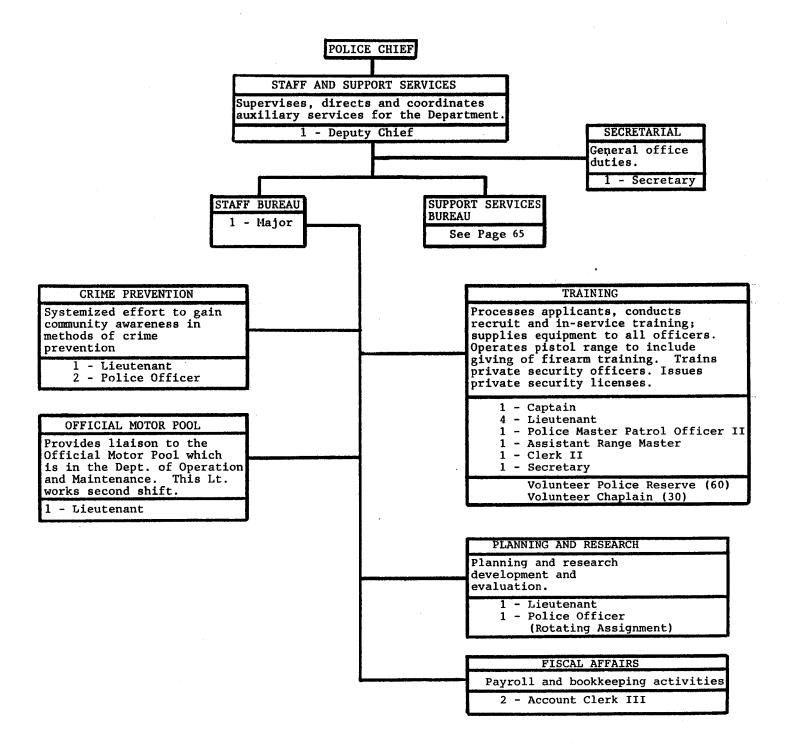
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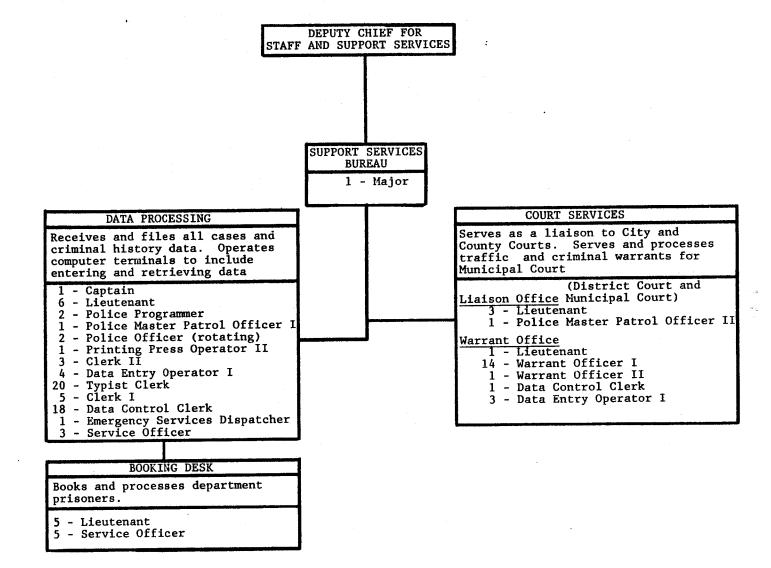




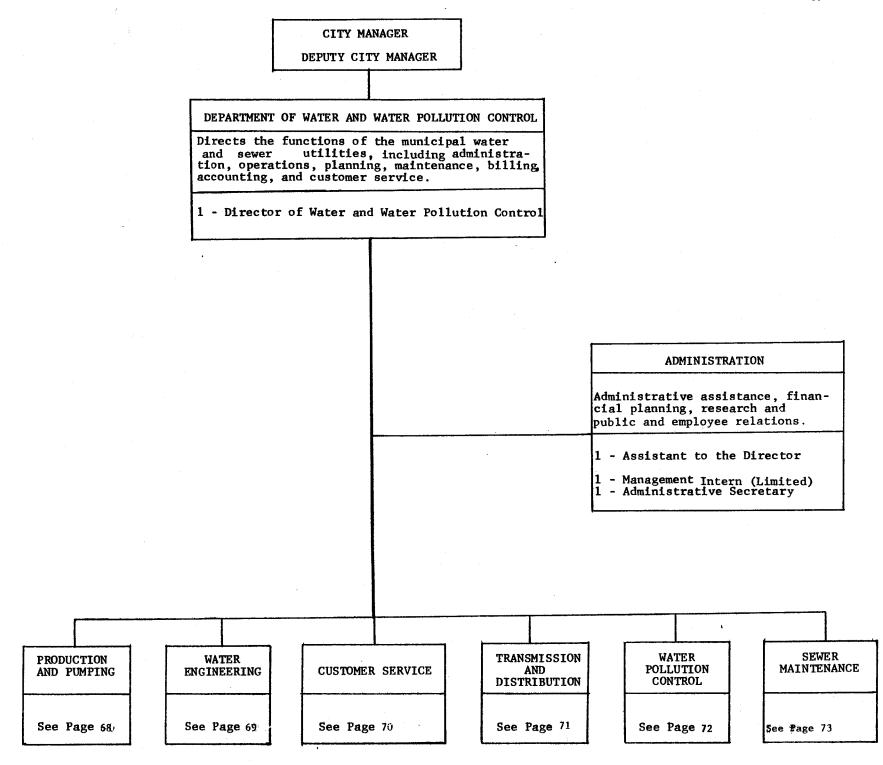
* Federal Grant







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DIRECTOR OF WATER & WATER POLLUTION CONTROL

WATER ENGINEERING

Directs and supervises the engineering staff in the design, planning and construction inspection of the distribution system. Maintains valve, hydrant, service and other engineering records along with the distribution system maps. Coordinates extensions and improvements of the system with customers, the Planning Department, the City Engineer and the Fire Department.

1 - Chief Engineer - Water Engineering

MAIN EXTENSION CONTRACTS AND ENGINEERING RECORDS

- 2 Civil Engineer II
- 1 Engineering Tech. I
- 1 Engineering Aide III

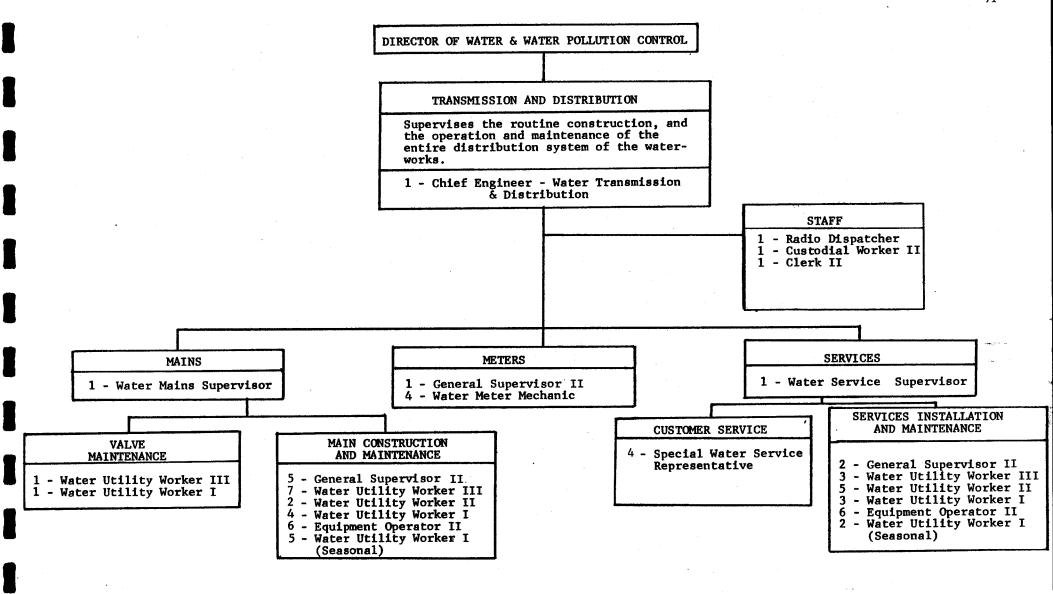
ENGINEERING DESIGN, MAPS AND SPECIAL ENGINEERING STUDIES

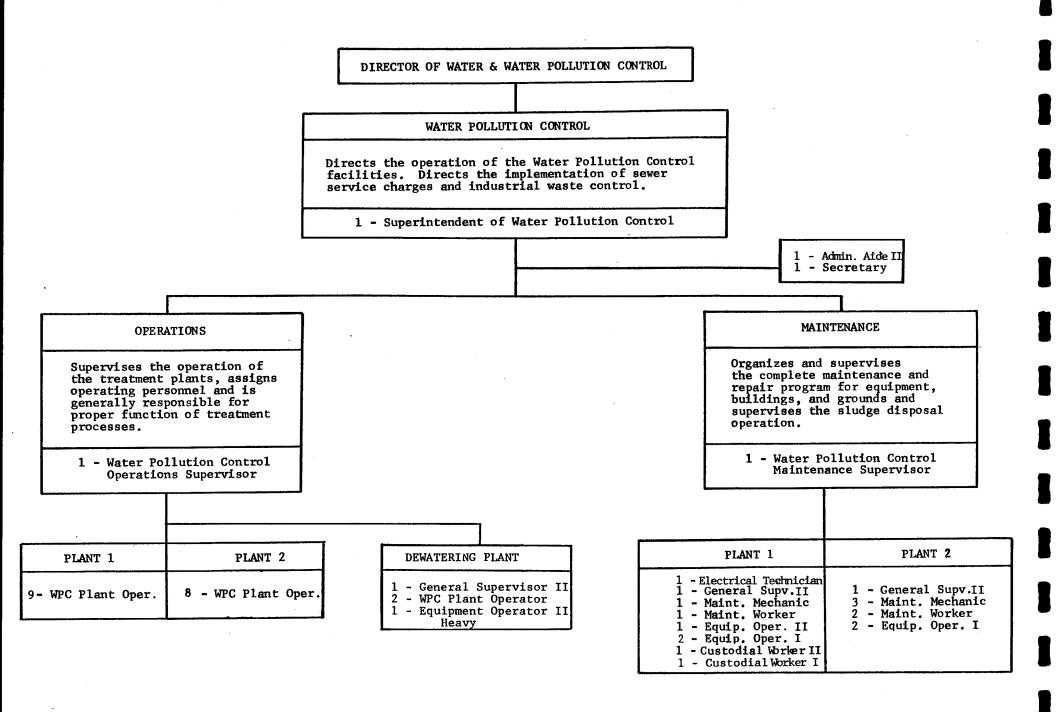
- 1 Civil Engineer III
- 1 Engineering Tech. II
- 1 Engineering Tech. I
- 1 Engineering Aide III

CONSTRUCTION INSPECTION

- 1 Engineering Technician I
- 4 Engineering Aide III

DIRECTOR OF WATER AND WATER POLLUTION CONTROL CUSTOMER SERVICE Directs and supervises the operation of the water office including bookkeeping and accounting, records, billing, customer contacts, meter reading, payroll, collections, and inventory, 1 - Manager, Water Customer Service SECRETARIAL 1 - Secretary CUSTOMER SERVICE METER READING BILLING AND ACCOUNTING 1 - Accountant III 1 - Water Service Supervisor 1 - Water Service Supervisor 1 - Accountant I 1 - General Supervisor II 4 - Customer Service Clerk II 7 - Clerk II 3 - Account Clerk II 4 - Special Water Service Rep. 12 - Water Meter Reader 3 - Account Clerk I 11 - Water Service Representa-1 - Storekeeper III 1 - Storekeeper II tive 1 - Meter Shop Clerk 1 - Clerk I 1 - Customer Service Clerk I 2 - Account Clerk I





DIRECTOR OF WATER AND WATER POLLUTION CONTROL

SEWER MAINTENANCE DIVISION

Direct the preventive and routine maintenance and repair of the sanitary and storm sewer systems.

1-Superintendent of Sewer Maintenance ...

ADMINISTRATION

Supervision of operations, preparation of reports, and inspection of the installation of private lines.

1-Civil Engineer III

1-Sewer Maintenance Supervisor

1-General Supervisor II

1-Administrative Aide II

1-Administrative Aide I

ZONE A (General Services Entire City)

Flow measurement, equipment maintenance, taps, T.V. inspection and grouting, high pressure cleaning, vaporooter foam de-rooting, lift station maintenance.

- 1-Engineering Aide III
- 4-T.V. Technician
- 3-Maintenance Mechanic
- 1-Equipment Operator II-Heavy
- 12-Equipment Operator II
- 1-Engineering Aide I
- 2-Equipment Operator I
- 3-Laborer I

ZONE B (North of Douglas)

Routine and emergency maintenance and repair. High pressure cleaning, sewer flushing, emergency calls, vacuum cleaning, sewer rodding, dragging, and repair.

- 1-Labor Supervisor II
- 7-Equipment Operator II
- 7-Equipment Operator I
- 5-Laborer I

ZONE C (South of Douglas)

Routine and emergency maintenance and repair, high pressure cleaning, sewer flushing, emergency calls, sewer rodding, and repair.

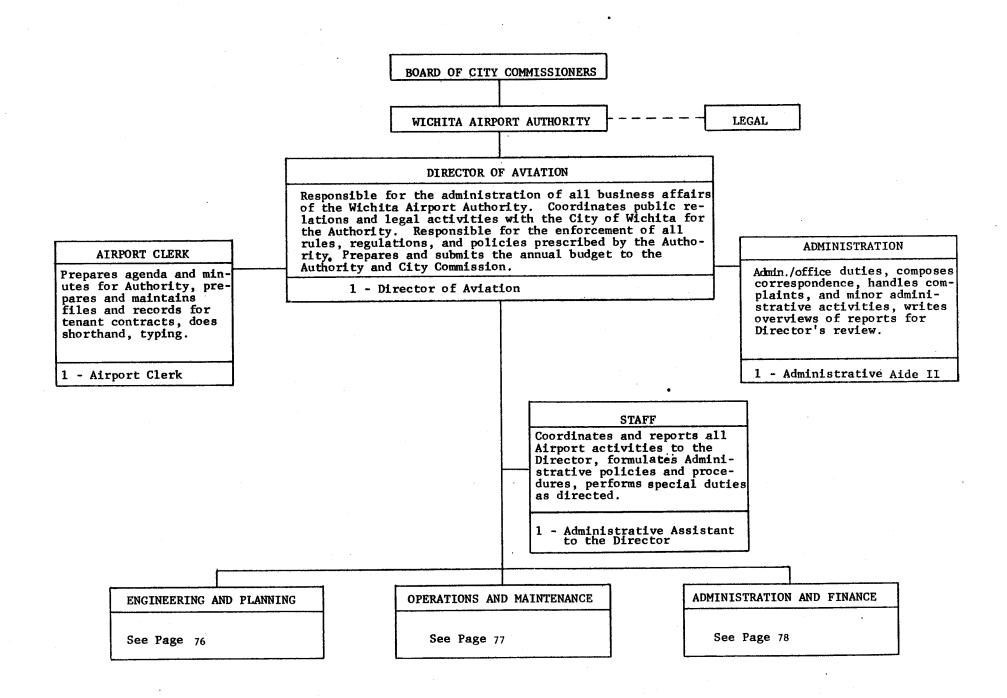
- 1-Labor Supervisor II
- 5-Equipment Operator II
- 6-Equipment Operator I
- 6-Laborer I

SECOND SHIFT ZONES B AND C

Emergency and scheduled maintenance. Emergency calls, flushing, weekly core area flushing, emergency lift station maintenance, "manhole" inspection.

- 1-Labor Supervisor I
- II-Equipment Operator II
- 3-Equipment Operator I
- 2-Laborer I

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DIRECTOR OF AVIATION

ENGINEERING AND PLANNING

Directs and supervises all Airport engineering and planning activities. Assists in preparation of budget and capital improvement programs. Coordinates Federal Aid programs. Supervises development of plans and specifications and provides estimates of costs for projects. Acts in a lisison capacity with consulting engineers and architects and controls engineering and architectural projects.

1 - Director of Airport Engineering and Planning

ADMINISTRATION

Secretarial duties, composes correspondence. Arranges and checks bidding procedures from advertising for bids to completion of contracts. Keeps current files on correspondence, specifications, and technical information pertaining to the airport. Assist supervisor with Federal Aid programs.

- 1 Administrative Assistant
- 1 Secretary

DESIGN

Prepares plans and specifications; preliminary and final estimates; makes material reviews; recommends testing procedures on project materials; supervises and directs surveys, preliminary and final. Maintains engineering and property records. Prepares photographs, material for microfilming and other graphic material for project presentations and reports. Coordinates the development of plan for Airport field, hangars, and terminal area.

- Superintendent of Construction Engineering Aide II
- 1 Engineering Aide I
- 2 Engineering Technician II
- 1 Engineering Technician I

DIRECTOR OF AVIATION

OPERATIONS AND MAINTENANCE

Develops policies and plans for Airport operations and maintenance; responsible for enforcement of rules and regulations pertaining to Airport safety. Assists in planning of expansion. Conducts liaison and public relations work in dealing with Federal and State regulatory authorities, users, and lessees of Airport operations and aircraft servicing. Oversees the maintenance of Airport facilities, other management functions as required.

1 - Airport Manager

SECRETARIAL

Responsibilities include shorthand, dictaphone transcribing, typing, compiling and submitting reports to state, national and private agencies, filing technical publications and information pertaining to Airport, providing public with Airport information.

1 - Secretary

ASSISTANT AIRPORT MANAGER

Serves as staff support in the Airport's daily operation. Assumes Airport Manager's responsibilities in manager's absence. Provides supervision to all Airport maintenance and preventive maintenance programs.

1 - Assistant Airport Manager

AIRPORT SAFETY

Responsible for crash/fire operations, protection of life and property, enforcement of all laws, ordinances, Airport regulations and rules. Conduct daily inspections to assist maintenance personnel, and provide technical advice to the Airport Manager as required.

- 1 Chief, Airport Safety
- 1 Asst. Chief, Airport Safety
- 3 Safety Supervisor
- 3 Assistant Safety Supervisor
- 18 Safety Officer II

AIRFIELD MAINTENANCE

Responsibility is to keep airfield in operable condition by removal of snow, concrete and asphalt maintenance, and grounds maintenance. Tractors and trucks are used in projects of farming, snow removal, fence repair, erosion control, mowing and spraying, landscaping of the surrounding grounds, and grading of roads. Also responsible for maintaining shrubbery in terminal and administration building.

- 1 Airport Field Maintenance Superintendent
- 1 Airport Field Maint. Supervisor
- 1 Construction Supervisor III 1 - Airport Gardening Supervisor II
- 1 Equipment Operator II 10 - Equipment Operator I
- 2 Laborer I
- 1 Apprentice Worker
- 1 Laborer 1 (PT-50%)
- 3 Apprentice Worker (seasonal)

AIRPORT EQUIPMENT MAINTENANCE

Responsible for the repair and preventive maintenance of all vehicles and related equipment on the airport, the scheduling of maintenance work, and coordinating the upkeep of all maintenance logs.

- 1 Airport Equipment Maintenance Supervisor
- 2 Automotive Mechanic

AIRPORT BUILDING MAINTENANCE

Directs work in construction, repair and maintenance of airport buildings; repair, maintain and operate building machinery and equipment; operate and repair the airport water, sewerage, and electrical systems. Conduct inspections of all facilities and record all discrepancies as to malfunctions, fire hazards, etc.

- 1 Airport Bldg. Maint. Superintendent
- 1 Asst. Airport Bldg. Maint. Supt.
- 1 Airport Bldg. Maint. Supervisor 3 - Airport Bldg. Maint. Mechanic
- 3 Airport Bldg. Maint. Mechanic
 1 Parts and Records Mechanic
- 1 Parts and Records Mechanic 1 - Airport Custodial Supervisor
- 5 Maintenance Mechanic
- 4 Custodial Worker II
- 1 Maintenance Worker
- 9 Custodial Worker I

DIRECTOR OF AVIATION

ADMINISTRATION AND FINANCE

Responsible for preparation of funds and fiscal reports, as well as related subsidiary documentation having application to contracts, budgets, receivables, payables, accounting, treasury, personnel, insurance, payroll, bonds, federal projects and records. Perform other management functions as requested by the Director of Aviation.

1 - Director of Airport Administration

FINANCE

Computation of payroll, sick leave, vacation, Workers' Compensation; submission of personnel services for budget; annotates Journal Vouchers; prepares requisitions to purchasing managers; handles interdepartmental transfers and other personnel functions as directed by the Director of Airport Administration.

1 - Administrative Aide II

RECEPTIONIST

Receives and directs to proper location visitors, correspondence and telephone messages. Records and maintains a log of all account receivables received through the mail; maintains petty cash record book and types checks. Performs a variety of office functions, i.e., typing, filing, etc., and clerical duties as directed by the Director of Airport Administration.

1 - Secretary

ACCOUNTING

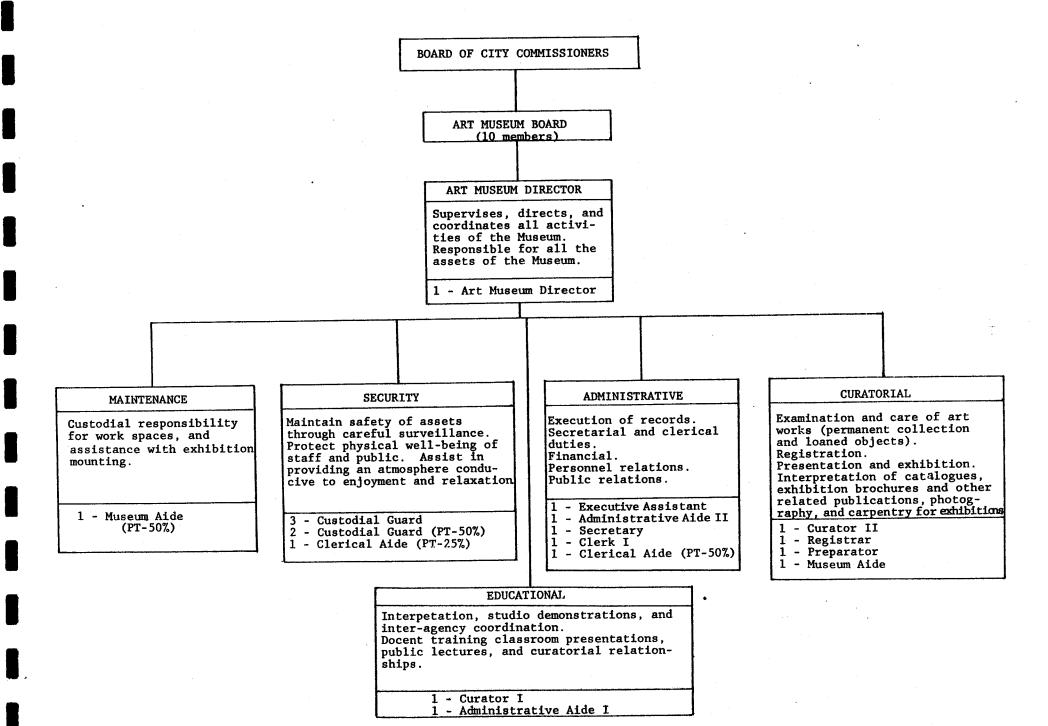
Annotates accounts receivable; age list; prepares accounts summary; PBX; sales tax reports; fuel reports; monthly statistical reports; assists in the compilation of data for annual budget; prepares summary for expenditures and revenues; and various other accounting functions as directed by the Director of Airport Administration.

1 - Accountant I

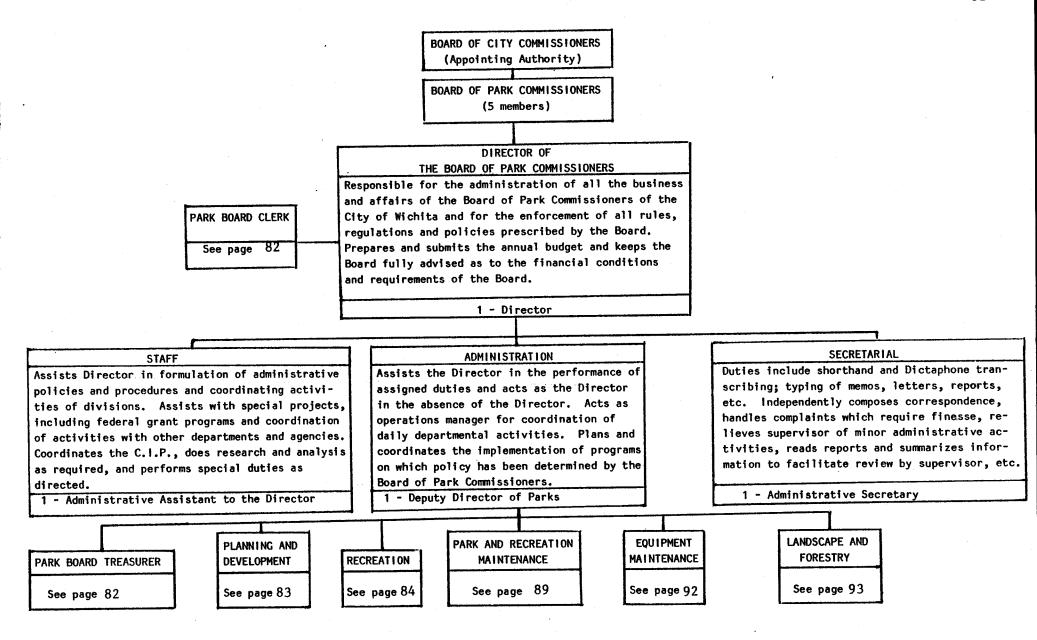
ADMINISTRATION

Coordinates various administrative activities to assure completion of projects and follow-ups in a timely manner. Performs analytical studies for systems and methodological improvement and development of other special projects as requested by the Director of Airport Administration.

- 1 Admministrative Assistant
- 1 Administrative Aide II



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DIRECTOR OF PARKS

DEPUTY DIRECTOR OF PARKS

PARK BOARD CLERK

Recording Officer for Board, attends all regular meetings, prepares agenda for meetings, responsible for preparation of detailed minutes, responsible for preparation, filing, indexing of Park Board records; prepares drafts of agreements, contracts, leases for review by Director and Department of Law. Follow-up connected with work, particularly on agreements, contracts, leases with respect to record of expiration, option for renewal furnishing liability insurance coverage, performance bonds, etc., for presentation to the Board. Other duties are performed as may be required by Director and Park Board. Also assumes responsibility for compilation of data for Park Areas - Location and Facilities Book, with revisions as necessary.

1 - Park Board Clerk

SECRETARIAL

Acts as receptionist for the Board of Park Commissioners.

Answers all incoming calls for Administration Division and directs to proper person. Responsible for proper disposition and recording of all picnic permit requests received by mail or telephone, including preparation and mailing, inclusion on Summary sheet, and notifying supervisor when electricity or game equipment is required. Maintains long distance telephone call record, receives and identifies project bids for the Clerk, records house moving permits; and duplicates and distributes minutes and agenda of the Board of City Commissioners to Park Board personnel. Responsible for maintaining stationery and office supplies for stockroom. Types approved minutes of Board of Park Commissioners into permanent record book and maintains and types Annotation Book for Clerk. Miscellaneous typing and mimeographing.

1 - Secretary

PARK BOARD TREASURER

Attends Board meetings, supervises all accounting, payroll and fiscal activities; handles insurance matters, retires Golf Revenue Bonds as required, coordinates budget preparation, and prepares financial statements to the Director and the Board of Park Commissioners. Maintains files and reports on federal grants, maintains equipment and depreciation schedules. Audits all purchase requisitions.

1 - Park Board Treasurer

ACCOUNTING

Carries out general accounting, files monthly sales tax reports, assists in preparation of monthly financial reports, checks and distributes payroll, maintains yearly work record for each employee, makes journal vouchers and maintains equipment rental charges. Writes requisitions and payment authorization vouchers, audits night deposits and prepares daily cash reports, maintains revenue ledger indicating activity and facility, maintains accounts payable files.

- 1 Account Clerk III
- 1 Account Clerk I

DIRECTOR OF PARKS

DEPUTY DIRECTOR OF PARKS

PLANNING AND DEVELOPMENT

Responsible for all planning and engineering work for Park improvements. Assists in preparation of the budget and Capital Improvement Program. Supervises development of plans and specifications, surveys and construction projects. Keeps engineering and land records. Performs liaison work with consultants and processes contract documents.

1 - Park Board Engineer

ADMINISTRATION

Responsible for all typing of letters, memos, requisitions, specifications, bid forms, and construction contract documents; compiling and submitting reports to state and federal agencies; setting up and keeping current files on correspondence, specifications and technical information

1 - Secretary

PLANNING

Responsible for the formulation and execution and the coordination of various park facilities; development of plans for various types of park facilities from conception to construction, inspection and completion.

1 - Park Board Planner

DESIGN

Responsible for design and construction phases of various park projects; assists in development of plans and specifications, material review, estimates and field inspections; prescribes standards for materials and tests; assists in keeping of engineering files and land records.

- 1 Civil Engineer III
- 1 Engineering Aide III

SURVEYING

Responsible for technical and skilled work of sub-professional engineering in the field; assists in gathering design information and in construction layout and inspection.

- 1 Engineering Technician I
- 2 Engineering Aide I

RECREATION

Responsible for overall planning, promotion and direction of a diversified city-wide recreation program. Work includes the personnel planning evaluation of recreation activities in the light of community needs, interest and facilities, and the interpretation of policies. Makes arrangements for the use of public facilities under the control of agencies other than the Park Board, such as school and university buildings and grounds, and other buildings, etc. Assists organized groups in planning recreation activities involving the use of public recreation facilities. Organizes, directs, and supervises the activities and the use of public recreation facilities such as playgrounds, swimming pools, tennis courts, community centers, athletic fields, and other recreational facilities. Prepares correspondence and communications pertaining to the recreation division. Performs related work as required.

1 - Superintendent of Recreation

SECRETARIAL AND GENERAL OFFICE

Administrative Secretary - Duties including shorthand, answers phone, directs Inquiries, receives visitors, answers or al and written requests for information not requiring the attention of a supervisor, keeps appointments, takes reservations, prepares reports, maintains records of personnel, financial, legal, independently composes and types correspondence, applying knowledge of departmental operations and regulations, makes and verifies complex computations, handles and directs complaints which require finesse, relieves supervisor of minor administrative activities, performs related work as assigned.

Clerk II - Duties including receptionist, answer phone, takes reservations, prepares reports as directed, filing, tabulating, assists in proofreading various written material, maintains files, correspondence, forms, reports and other material, operates all office machines, issue various types of permits and collects money, writes receipts and performs other work as required.

- 1 Administrative Secretary
- 2 Clerk II

EVERGREEN NEIGHBORHOOD FACILITIES CENTER

See Page 85

SUMMER PLAYGROUNDS SUMMER SPECIALISTS GOLDEN AGERS AND HANDICAPPED

See Page 85

BUILDING SUPERVISION
ADULT ACTIVITIES
PERFORMING ARTS

See Page 86

RECREATION CENTERS

TINY-TOTS

See Page 86

SPORTS PROGRAMS
WINTER ACTIVITIES

See Page 87

SWIMMING POOLS
WATSON PARK
ARTS & CRAFTS
CENTER

See Page 87

NOTE: The job titles of personnel for the various Recreation Programs that are Seasonal and Part-time are not the official City job titles, but instead are used to indicate what these employees actually do.

EVERGREEN NEIGHBORHOOD FACILITIES CENTER

Responsible for administering and overseeing all activities and functions at the Evergreen Neighborhood Facilities Center. Duties include record keeping, public relations, research to determine needs and evaluate program effectiveness, planning new programs to fill service gaps, interagency case conferences, neighborhood organization, and other administrative functions. Also, conducts in-service training programs and performs related work as required.

1 - General Recreation Supervisor

SUMMER PLAYGROUNDS - SUMMER SPECIALIST PROGRAMS GOLDEN AGERS - HANDICAPPED

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating partime employees, conducting in-service training programs.

1 - General Recreation Supervisor

EVERGREEN RECREATION CENTER.

Responsible for the effective direction of the recreation program of Evergreen Recreation Center, including the supervision of activities, as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interest, enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders, promoting the recreation program at the center. and performing related duties.

1 - Recreation Supervisor I 10 - Program Leaders (Seasonal and PT)

GOLDEN AGERS AND HANDICAPPED

Supervisor of Golden Agers -These are part-time employees assigned to supervise Golden Age activities. Job duties include coordinating the functions of their particular Golden Age Club, submitting required reports, promoting the program, and other related duties. Supervisor of Handicapped - Parttime employment dealing with the supervision and leadership of recreation programs for the handicapped. Job duties include planning and leading activities; promoting the program; submitting required reports; and other duties as assigned. Supervisor of Retarded - Parttime employment dealing with supervision and leadership of recreation programs for the retarded. Job duties include planning and leading activities promoting the program, submitting required reports; and other related duties as assigned

- 3 Supervisor of Golden Agers (PT)
- 4 Supervisor of Handicapped
- Supervisor of Retarded (PT)

SUMMER SPECIALIST AND SHOW WACON

Summer Specialist Program Supervisor - This is part-time seasonal work of an instructional nature. These employees plan and conduct classes in specific recreation activities. Submit necessary reports and performs other related duties as assigned Arts & Crafts Specialist Instructor - Part-time seasonal work involving planning and conducting classes in specific arts and crafts activities. Responsible for meeting the public: submitting necessary reports, such as attendance and damage reports; and performing related duties as assigned. Show Wagon Supervisor - Responsible for planning and directing all Show Wagon production. Job duties include visiting each playground to aid playground leaders in preparing performance numbers, planning each production, submitting necessary reports and other related duties as assigned.

- 6 Summer Specialist Program Supervisor (PT)
- 4 Arts and Crafts Specialist Instructor (PT)
- 1 Show Wagon Supervisor (PT)

SUMMER PLAYGROUNDS

Area Supervisor - This is seasonal (summer) work dealing with the supervision of summer playgrounds. Job duties include supervision of summer playgrounds within an assigned. area of the city, and other related duties. Summer Playground Leader -Seasonal (summer) work dealing with the actual leading of recreation activities at summer playgrounds. Job duties include organizing and supervising playground activities such as games, sports, crafts, and storytelling; submitting required reports, maintaining discipline and order on a playground, and other related duties.

3 - Area Supervisor (seasonal) 98 - Summer Playground Leader (Seasonal)

PART-TIME CENTER ACTIVITIES

Program Leaders - These are seasonal employees assigned to supervise and lead recreational activities such as sports, games, craft, music, dance, and others, and to perform other duties as assigned.

17 - Seasonal Part-Time

SUPERINTENDENT OF RECREATION

BUILDING SUPERVISION - ADULT ACTIVITIES - PERFORMING ARTS

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board recreation programs; and performing related work as required. This General Recreation Supervisor is primarily concerned with directing those recreation programs involving performing arts, Adult Activities, Shelter Building rentals and supervision.

1 - General Recreation Supervisor

RECREATION CENTERS

TINY TOTS

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees; conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This General Recreation Supervisor is primarily concerned with those areas involving Tiny Tots and full-time recreation centers.

1 - General Recreation Supervisor

PERFORMING ARTS

This is part-time work dealing with an advanced level of recreation activity within the performing arts. These employees plan and conduct their own programs under the supervision and subject to the review of a General Recreation Supervisor. Submit necessary reports; meet and inform the general public; and perform related duties as assigned.

1 - Performing Arts Supervisor (PT)

BUILDING SUPERVISION

This is part-time work dealing with the supervision of park shelter buildings. Job duties include opening the shelters for public rental purposes; assisting the public in providing for equipment needs and securing those facilities following rentals. These supervisors are required to submit necessary reports and perform related duties as assigned.

35 - Building Supervisor (PT)

TINY TOTS PROGRAMS

Tiny Tots Supervisor - This is part-time work of an instructional nature. These employees plan and conduct classes for young children. Submit necessary reports, meet and inform the general public, and perform related duties.

9 - Tiny Tots Supervisor (PT)

RECREATION CENTERS

Recreation Supervisor II - Responsible for the effective direction of recreation programs of a recreation center. including the supervision of activities as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interests; enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders; promoting the recreation program at the center; and performing related duties as assigned. Recreation Supervisor I - Assists the Recreation Supervisor II in the direc-

Recreation Supervisor I - Assists the Recreation Supervisor II in the direction of the recreation program in a recreation center, including the supervision of activities as well as paid and volunteer leaders.

Program Leaders - This is seasonal or part-time work in leading recreation activities at recreation centers. This work is performed under the supervision of the Recreation Supervisors I and II. Job duties include leading such recreation activities as music, crafts, storytelling, athletics and games.

8 - Recreation Supervisor II

4 - Recreation Supervisor I 32 - Program Leader (Seasonal and PT)

*1 - Recreation Supervisor II *2 - Recreation Supervisor I *15 - Program Leader (Seasonal)

ADULT ACTIVITY PROGRAMS

Adult Activity Leaders - These leaders are assigned to lead particular recreation activities such as sports, games, music, etc. They work under supervision of a Recreation Supervisor II. In addition to leading the prescribed activities, they are required to submit necessary reports, meet the public and perform related duties.

55 - Special Activity Leader (PT)

SPORTS PROGRAMS (FULL & PART-TIME) - WINTER ACTIVITIES

Responsible for supervising specific recreation programs. include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting inservice training programs, promoting Park Board recreation programs, and performing related work as required. This supervisor is primarily concerned with directing those recreation programs involving sports programs and winter activities.

1 - General Recreation Supervisor

SPORTS SUPERVISION

Program Leaders - These are seasonal or part-time employees who lead a sports program at a playground or center. Duties include organizing teams, conducting practices, accompanying the teams to athletic contests, and maintaining assigned athletic equipment.

SPORT ACTIVITIES

Sports Instructors - Seasonal. part-time employees give instruction in specific recreational sports activities (tennis, golf, etc.) Attendants - Part-time seasonal

employees who sell concessions; umpire; and keep records.

- 65- Program Leader (Seasonal and PT)
- 8- Sports Instructor (PT) 22- Attendant (Seasonal)

- Stadium Manager - Sports

Part-Time Sports Supervisor - Seasonal, part-time workers supervise individual sports programs, such as summer softball leagues or winter basketball leagues. The assign officials schedule games, enforce Park Board policies, submit necessary reports, perform related duties.

Stadium Manager - Sports Supervisor Seasonal, part-time employees deal with supervision of sports activities at a particular recreation facility, such as a ball park. They unlock and lock the facility, ready the facility for use, hire and pay ball shaggers, supervise ticket sales, etc.

- Sports Supervisor (Seasonal PT)

Supervisor (Seasonal)

SWIMMING POOLS - WATSON PARK -ARTS & CRAFTS CENTER - EQUIPMENT REPAIR

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees; conducting in-service training programs, promoting Park Board Recreation programs, and performing related work as required.

1 - General Recreation Supervisor

WATSON PARK

Direct recreation program and maintenance of Watson Park including supervision of activities and employees. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of rangers and attendants. related duties as required.

- 1 Watson Park Manager
- 1 Watson Park Asst. Manager
- 4 Ranger (PT)
- 16 Attendant (Seasonal-PT)
- 2 Apprentice Worker (PT)

ARTS & CRAFTS CENTER

Direct recreation program of an Arts & Crafts Center, supervise activities and paid and volumteer recreation leaders. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of paid and volunteer recreation leaders, promote the recreation program at the Arts & Crafts Center, perform related duties.

- 1 Recreation Supervisor II
- 1 Recreation Supervisor I
- 12 Instructor (PT)

1 - Equipment Repair Supr. (PT)

SWIMMING POOLS

Swimming Pool Supervisor & Manager Seasonal (summer) employees responsible for the total operation of a pool or group of pools. Supervise subordinate employees, enforce Park Board policies, meet the public to answer questions, supervise physical management of the pool, submit required reports, perform related duties. Instructors - Life Guards - Seasonal (summer) employees assigned to particular swimming pools. They supervise the pool area, administer first aid, clean and maintain facilities, enforce Park Board policies, give instructions in swimming and lifesaving and perform related duties as assigned by the pool manager or supervisor. Attendants - These are seasonal employees (summer) who attend the basket room, sell tickets and concessions, serve in a public relations capacity by meeting the public, listen to complaints and praises, assist in the maintenance of the facility and perform a variety of related duties as assigned by the pool manager or supervisor.

- 12 Swimming Pool Supervisor and Manager (Seasonal)
- 100 Instructor Life Guard (Seasonal)

WINTER ACTIVITIES

Part-time seasonal work dealing with the supervision of iceskating and sledding activities. Supervisors ensure safe conditions for these winter activities.

4 - Winter Activity Supr. (Seasonal)

DEPUTY DIRECTOR OF PARKS

PARK OPERATIONS AND MAINTENANCE

Organizes, coordinates and directs the activities of personnel in the operation, upkeep and security of park properties and improvements. Coordinates subordinate activities with other departments and agencies. Assists in developing plans and specifications for park improvements and assigns subordinates in the construction of certain improvements. Approves budgets and expenditures of the division.

1 - Superintendent of Parks

PARK SECURITY

Patrols park locations, providing protection to park patrons, properties and improvements. Guides patrons in the proper use of facilities. Enforces City ordinances, makes arrests when needed, and appears as witness in court hearings. Reports incidences of vandalism, theft, accident, assaults, facility damage or defect, and misdemeanors occurring on park properties. Controls recreational activities on rivers and banks. Provides miscellaneous services, such as collection and delivery of mail and monies.

- 1 Park Security Supervisor
- 11 Park Security Officer

PARK AND RECREATION MAINTENANCE

See page 89

CONSTRUCTION

Responsible for the installation of park improvements unique to park development. Clears and grades new park development sites. Maintains paved and unpaved boulevards and parking lots. Supports other work units with heavy equipment. Accomplishes other repairs and maintenance as assigned.

- 1 Construction Supervisor III
- 2 Equipment Operator II
- 2 Equipment Operator |

SECRETARIAL

Secretarial duties include filing, shorthand, etc. Types work orders, letters, reports and purchasing forms. Keeps files on specifications, equipment maintenance manuals, technical information and catalogs. Handles telephone calls pertaining to maintenance needs, and records needs and complaints. Serves as radio dispatcher when needed. Posts maintenance employees' time and keeps records of compensatory time, sick and vacation leave, etc. Prepares applications for needed state and local licenses.

1 - Secretary

GOLF COURSE MANAGEMENT

See page 91

BUILDING MAINTENANCE

See page 90

PLUMBING

Performs maintenance and repairs to irrigation recirculation, water supply and drainage systems. Operates decorative fountains, swimming pool water treatment systems and other related equipment. Makes installation of new irrigation, drainage and water supply system or equipment.

- 1 Plumbing Maintenance Supervisor
- 1 Maintenance Mechanic
- 1 Maintenance Worker
- 1 Laborer I
- 1 Apprentice Worker (Seasonal)

SUPERINTENDENT OF PARKS

PARK AND RECREATION MAINTENANCE

Responsible for the formulation and execution of maintenance programs on park properties. Directs and inspects progress and completion of activities of grounds, structural, athletic field and recreation facility maintenance crews. Coordinates maintenance activities with scheduled and anticipated patron use, other divisions and private agencies rendering service to the park system. Procures material, equipment and supplies. Inspects park properties and their improvements assessing maintenance needs. Keeps records and makes reports. Determines training needs and implements necessary training programs for subordinates.

1 - Park and Recreation Maintenance Supervisor

EQUIPMENT REPAIR

Responsible for maintaining nonvehicular motorized equipment. Inspects, diagnoses and executes skilled work in repairing and overhauling equipment. Keeps inventory and repair records.

- 1 Maintenance Mechanic
- 1 Apprentice Worker (Seasonal)

GROUNDS MAINTENANCE

Responsible for maintenance of Park grounds and furnishings. Responsibilities include lawn establishment, irrigation, mowing and litter clearing. Cleans shelters, picnic tables, grills and related equipment. Clears sidewalks of debris and snow. Performs maintenance to other facilities as assigned.

- 9 Grounds Maintenance Supervisor II
- 1 Gardening Supervisor II
- 2 Equipment Operator 11
- 12 Equipment Operator I
- 7 Maintenance Worker
- 2 Park Gardener II
- 11 Laborer I
- 28 Apprentice Worker (Seasonal)

STRUCTURAL MAINTENANCE

Responsible for the maintenance and repair of park structures other than buildings. Constructs picnic tables, signs, storage boxes and playground apparatus. Paints furnishings, swimming pool, play equipment and other park structures. Inspects bleachers, picnic tables, park benches and wooden play apparatus and replaces wooden parts as needed.

- 1 Structural Maintenance Supervisor
- 2 Maintenance Worker
- 1 Apprentice Worker (Seasonal)

ATHLETIC FIELDS MAINTENANCE

Responsible for the maintenance and preparation of athletic fields and equipment located therein. Routinely levels skinned areas, mows and irrigates turf, marks out boundaries and playing lines prior to scheduled events. Delivers chemicals and supplies to swimming pools and performs services to other sport areas as assigned.

- 1 Athletic and Play Area Supervisor
- 1 Maintenance Worker
- 1 Equipment Operator |
- 1 Laborer I
- 8 Apprentice Workers (Seasonal)

RECREATION FACILITIES MAINTENANCE

Responsible for live animal exhibits and maintenance and care of tennis center facilities and grounds.

- 1 Animal Control Officer |
- 1 Maintenance Worker
- 1 Maintenance Worker (Tennis Center)

SUPERINTENDENT OF PARKS

BUILDING MAINTENANCE

Supervises work in the construction, repair and maintenance of Park buildings; the repair, maintenance, and operation of building machinery and equipment. Uses independent judgment in planning, remodeling and repair projects. Plans work schedules, assigns and supervises the work of the Carpenter Crew, Paint Crew, and other Maintenance Mechanics. Assists with developing plans and specifications for new facilities.

1 - Superintendent of Building Maintenance

CONSTRUCTION

Supervises and participates in maintenance and repair of various park structures and participates in the construction of park projects with particular emphasis on building maintenance. Supervises the work of the Carpenter Crew and is responsible for work programs, schedules and location of the crew at all times. Supervises and operates the carpenter shop.

1 - Construction Supervisor III

CARPENTER CREW

Performs skilled and semiskilled work in assisting Construction Supervisor with maintenance, repair and construction of park projects with particular emphasis on building maintenance.

- 2 Maintenance Mechanic
- 3 Maintenance Worker
- 1 Laborer I

ELECTRICAL

Performs skilled work in the maintenance, repair, operation, and installation of varied electrical and mechanical equipment. Uses skill and mechanical ability in the maintenance and repair of electric water well pumps, motors, chemical feeding machines, meters, switches, regulators and other powered machinery and equipment. May also perform related building and mechanical repair duties and operate equipment.

- 1 Electrical Technician 1 Laborer I
- 1 Maintenance Mechanic 1 Apprentice Wkr. (Seasonal)

PAINTING

Supervises and participates in painting and maintenance of park buildings, structures and fixtures. Supervises the work of the Paint Crew and personally performs a variety of painting tasks. Selects painting materials, requirements and methods of preparation; organizes work schedules; assigns work duties to employees, maintaining standards of performance and quality control.

1 - Painter Supervisor

PAINT CREW

Performs skilled and semiskilled work in assisting Painter Supervisor in painting and maintenance of park buildings, structures and fixtures.

- 1 Maintenance Mechanic
- 1 Painter

HEATING AND AIR CONDITIONING

Performs technical work related to maintenance of various types of heating and air conditioning equipment. Reviews sketches, plans, blueprints, specifications and shop drawings of newly installed equipment and keeps maintenance records on all equipment in park facilities. Coordinates electrical and other maintenance work as required in maintaining heating and air conditioning units.

- 1 Heating & Air Conditioning Mechanic
- 1 Maintenance Mechanic

CUSTODIAL

Responsible for the cleaning and small repair maintenance of all park recreation centers and buildings. Supervises the activities of custodians assigned to buildings and unskilled seasonal personnel as assigned. Orders and arranges for the delivery of supplies. Coordinates custodial activities between personnel for best utilization of equipment.

2 - Custodial Supervisor

CUSTODIANS

Performs skilled and unskilled manual tasks related to the cleaning maintenance of buildings. Operates floor machines, vacuums, scrubbers and other related equipment. Collects and removes trash and debris from buildings and surrounding grounds. Makes physical sets and chairs, tables and other equipment for building rentals. Reports repair needs as found.

- 8 Custodial Worker II
- 2 Maintenance Worker
- *1 Custodial Worker Ii (Atwater Center)
- *1 Custodial Worker I (Atwater Center)
- 1 Apprentice Worker (Seasonal)

SUPERINTENDENT OF PARKS

GOLF COURSE MAINTENANCE

Responsible for the formulation and execution of all maintenance programs on the four municipal golf courses. Procures materials, equipment and supplies used in all golf maintenance operations Aids in the preparation of the golf course segment of the park budget. Coordinates activities of subordinate personnel and crews in their operations. Aids in the coordination of other departmental crews and contractors in activities of new construction and improvements on golf facilities. Maintains needed records and inventories of supply use and maintenance operations.

1 - Superintendent of Golf Courses

ARTHUR B. SIM MEMORIAL RECREATION PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 8 Apprentice Worker (Seasonal)

PAWNEE PRAIRIE PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 1 Laborer 1
- 9 Apprentice Worker (Seasonal)

ALFRED McDONALD MEMORIAL PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 9 Apprentice Worker (Seasonal)

L. W. CLAPP MEMORIAL PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint.
- Supervisor 1 - Greenskeeper
- 8 Apprentice Worker (Seasonal)

This Organization Chart shows normal personnel assignments. Personnel may be interchanged among the various golf courses as the need arises.

DIRECTOR OF PARKS

DEPUTY DIRECTOR OF PARKS

EQUIPMENT MAINTENANCE

Supervises, directs and coordinates mechanical maintenance operations; the repair, maintenance, operation and service of automotive, heavy duty and auxiliary equipment.

1 - Superintendent of Equipment Maintenance

EQUIPMENT REPAIR

Chief Mechanic - Responsible for operations of the equipment repair shop. Supervises skilled and unskilled personnel in mechanic tasks. Makes work assignments and schedules personnel and equipment for service. Operates equipment repair tools and makes repairs to all park equipment as needed. Keeps records on repairs.

Automotive Mechanic - Performs skilled and semiskilled work including some supervisory duties in general repair and maintenance of equipment. Automotive Mechanic Helper - Performs semiskilled work in repair and maintenance of equipment as assigned by the Chief Mechanic.

- 1 Chief Mechanic
- 2 Automotive Mechanic
- 1 Automotive Mechanic Helper

MACHINE SHOP

Performs skilled tasks in the mechanic trade.

Operates lathes, welder, torches, drill presses, and other related equipment. Builds jigs for and fabricates specialized equipment used in parks. Fabricates repair parts for and makes need repairs on equipment. Supervises unskilled personnel when assigned.

1 - Machinist Mechanic

DIRECTOR OF PARKS DEPUTY DIRECTOR OF PARKS

TREE MAINTENANCE INSPECTION

Conducts tree inspections, gives permission to plant, coordinates tree-planting program, and assists in special projects.

- Tree Maintenance Inspector

SUPERINTENDENT OF LANDSCAPE & FORESTRY

Directs and administers all Landscape and Forestry activities for parks and other public properties, represents and advises Director on technical area of responsibility, and coordinates and contributes to the development of plans for improvement and beautification.

1 - Superintendent of Landscape & Forestry

SECRETARIAL

Takes dictation, maintains files, performs office responsibilities. maintains division records, and assists Superintendent in administrative responsibilities.

1 - Administrative Secretary

LANDSCAPE INSTALLATION. TREE PRODUCTION & PLANTING

Responsible for tree propagation and tree plantings and for installation of new landscapes. Includes Linwood Nursery, Pawnee Prairie Tree Farm, Chisholm Creek Nursery, Floral Displays and several outlying areas including City Hall.

- 1 Landscape Supervisor
- Gardening Supervisor I
- 2 Park Gardener I ⊉ Apprentice Worker (Seasonal)
- 1 Maintenance Mechanic
- 2 Park Gardener I (Seasonal)
- Park Gardener II
- +1 Apprentice Worker (Seasonal)
- 1 Gardening Supervisor II

LANDSCAPE MAINTENANCE AND REVISIONS

Responsible for landscape mainte. nance and revisions in the downtown area including A. Price Woodard Park, Century II, Library, Heritage Square Park, Indian Center, Naftzger Park, John Stevens Memorial, Omnisphere, etc.

- Landscape Supervisor
- Gardening Supervisor II
- Gardening Supervisor I
- Park Gardener II
- Park Gardener I
- Apprentice Worker
- (Seasonal)
- Park Gardener I (PT-50%)
- +2 Park Gardener II +1 - Park Gardener I
- +1 Gardening Supervisor I

TREE MAINTENANCE

Responsible for planning and supervision of the maintenance and protection of trees in a safe and healthy condition which are located in public areas such as City Parks, street rights-of-ways, waterways, and on other public properties. Provides maintenance for specialized forestry equipment and makes inspections and special tree surveys. Five tree maintenance crews are included in this section.

- 1 Arborist
- 1 Tree Maintenance General Supv.
- 1 Tree Maintenance Inspector
- 4 Tree Maintenance Supervisor
- 1 Tree Maintenance Equip. Supv.
- 10 Tree Maintenance Worker II
- 6 Tree Maintenance Worker I
- 1 Tree Maint, Worker Apprentice
- Equipment Operator II
- 3 -Equipment Operator I
- 3 Tree Maintenance Worker Apprentice (Seasonal)

NATURE PROGRAMS

Responsible for the development and operation of nature facilities and programs, particularly as related to Pawnee Prairie Park.

1 - Naturalist

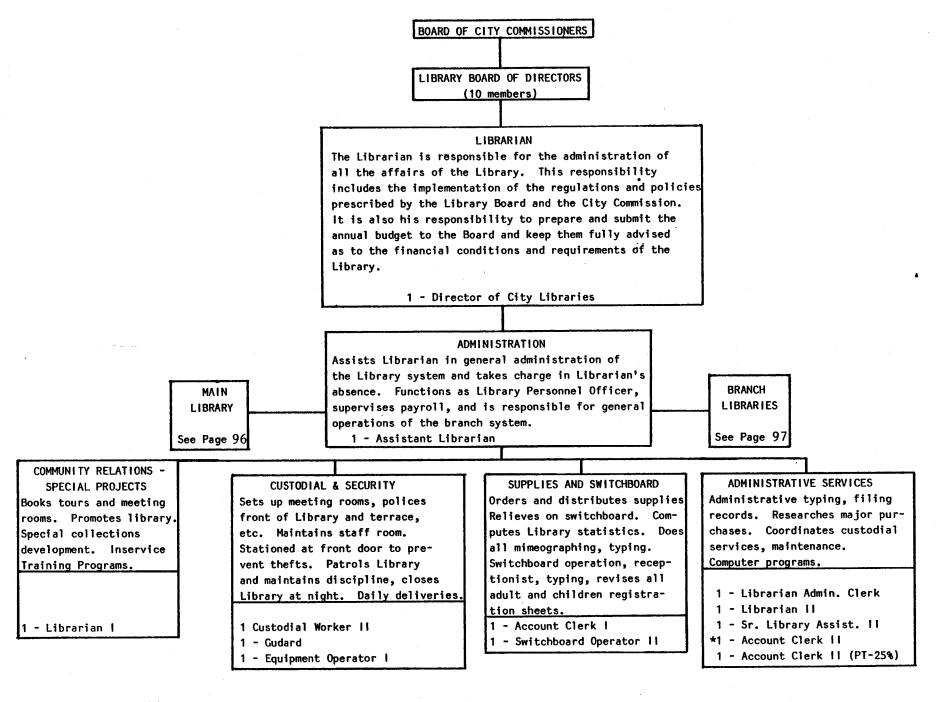
ROUTE 135 PLANT CARE

Responsible for plant care during three-year establishment period along sections of Kansas Interstate Route 135.

- *1 Tree Maintenance Supervisor
- *2 Gardening Supv. I *3 - Park Gardener I
- *1 Laborer (Limited) completes 6/10/84

*State Contract - DOT +Reimbursable

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LIBRARIAN ASSISTANT LIBRARIAN

TECHNICAL SERVICE DIVISION

Receives all mail. Orders and receives books, films, recordings, framed pictures. Checks billing. Processes materials for loan and reference use. Compiles card catalog and inventory. Repairs books. Sends books to binderv.

- 1 Librarian IV
- 1 Librarian III
- 2 Librarian II
- 1 Librarian I
- 1 Account Clerk !!
- 1 Typist Clerk
- 1 Account Clerk I (PT-50%)
- 1 Clerk L
- 1 Sr. Library Asst. IV
- 2 Sr. Library Asst. III
- 3 Sr. Library Asst. I
- 2 Jr. Library Assist.

ART AND MUSIC DIVISION

Acquires and makes available to persons books on art. music and related fields, framed pictures, phonograph recordings and vertical file. Assists in exhibits. Responsible for earphones, tape recorders, record players.

- 1 Librarian IV
- 1 Librarian III
- 1 Librarian II
- 2 Sr. Library Asst. III
- 1 Clerk I (PT-50%)
- 1 Clerical Aide (PT-50%)
- 1 Sr. Library Asst. II (PT-50%)

BUSINESS & TECHNOLOGY DIVISION

Specialized reference division for business and technical materials. Does special reference work, loans books and materials, maintains special services such as finance and tax tables, motor repair manuals, company reports, geodetic maps. Has nationwide directory service. Also radio and TV repair diagrams.

- 1 Librarian IV
- 1 Librarian III
- 1 Librarian II
- 2 Sr. Library Asst. III
- 2 Clerk I
- 1 Clerk (PT-50%)

CIRCULATION DIVISION

Loaning and returning library materials. Registering new patrons. Readers Aid. Sending books on Kansas Information Circuit (KIC). Branch reserves and deliveries. Bills patrons for overdue items.

- 1 Librarian IV
- 1 Librarian II
- 5 Sr. Library Asst. 1
- 1 Clerk I
- 4 Clerk 1 (PT-50%)
- 7 Clerical Aide (PT-50%)
- 1 Sr. Library Asst. IV
- 2 Jr. Library Asst.

(PT-50%)

CHILDREN'S DIVISION

Selects all juvenile materials, hold classes, story hours, book reviews, has summer reading club, maintains display cases, works with schools, PTA, etc., gives talks, conduct tours. Area is pre-school to 7th grade. Responsibility includes children's books in "storage" that are used for summer programs; in helping the collection of newly established branches, etc.

- 1 Librarian IV
- 1 Librarian I

- 1 Sr. Library Asst. I
- 1 Sr. Library Asst. II
- 1 Clerical Aide (PT-50%)

FILM SECTION

Responsible for the ordering, maintenance and loaning of film to Wichita and a 14-county area in South Central Kansas and is also responsible for projectors and conducting film shows for public.

- * 1 Librarian III
 - 1 Sr. Library Asst. II

GENERAL REFERENCE DIVISION

Maintains current list of serials and college catalogs. Checks in newspapers and magazines. Maintains newspaper clipping files on Kansas and Wichita. Orders and circulates pamphlet material and duplicate magazines and assists patrons in locating information in books and magazines. Orders and maintains microfilmed newspaper file.

- 1 Librarian IV 4 Sr. Lib. Asst. III
- 1 Librarian III 4 Clerical Aide
- 1 Librarian II (PT-50%)
- 2 Librarian I 2 - Clerk I (PT-50%)

TALKING BOOKS SECTION

This function is funded through the Library of Congress to serve blind, physically and mentally handicapped persons in the City of Wichita and Sedgwick County and the Southeast County Library System.

- *1 Sr. Library Asst. IV
- *1 Clerk I
- *1 Clerk ! (PT-50%)

LOCAL HISTORY SECTION

Collects, maintains and provides information on Wichita and Sedgwick County History.

1 - Administrative Assistant

*Federal and State Aid

SPECIAL COLLECTION SECTION

Gives reference service for the Genealogy, Kansas and Piracy collections. Books and microfilm. Maintains two Recordak Film Readers and one 3-M Reader-Printer.

1 - Sr. Library Assistant II

LIBRARIAN

ASSISTANT LIBRARIAN

BRANCH LIBRARIES

Branches are extensions of the Main Library on the neighborhood level. They give reference service, work with children and loan books and records.

Linwood Park Branch

- 1 Senior Library Asst. IV
- 1 Clerk I (PT-50%)
- 1 Clerical Aide (PT-50%)

Minisa Branch

- 1 Senior Library Asst. IV
- 1 Clerical Aide (PT-50%)
- 1 Junior Library Asst. (PT-50%)

Seneca Square Branch

- 1 Senior Library Asst. IV
- 1 Junior Library Asst.
- 1 Clerk I

Northeast Branch

- 1 Senior Library Asst. IV
- 1 Clerical Aid (PT-50%)

Aley Branch

- 1 Senior Library Asst. IV
- 1 Junior Library Asst. (PT-50%)

Sweetbriar Branch

- 1 Senior Library Asst. IV
- 1 Jr. Library Asst.

Westlink District Branch

- 1 Librarian IV
- 2 Senior Library Asst. IV
- 1 Senior Library Asst. I
- 1 Clerk I
- 4 Clerical Aide (PT-50%)
- 1 Junior Library Asst. (PT-50%)

Rockwell District Branch

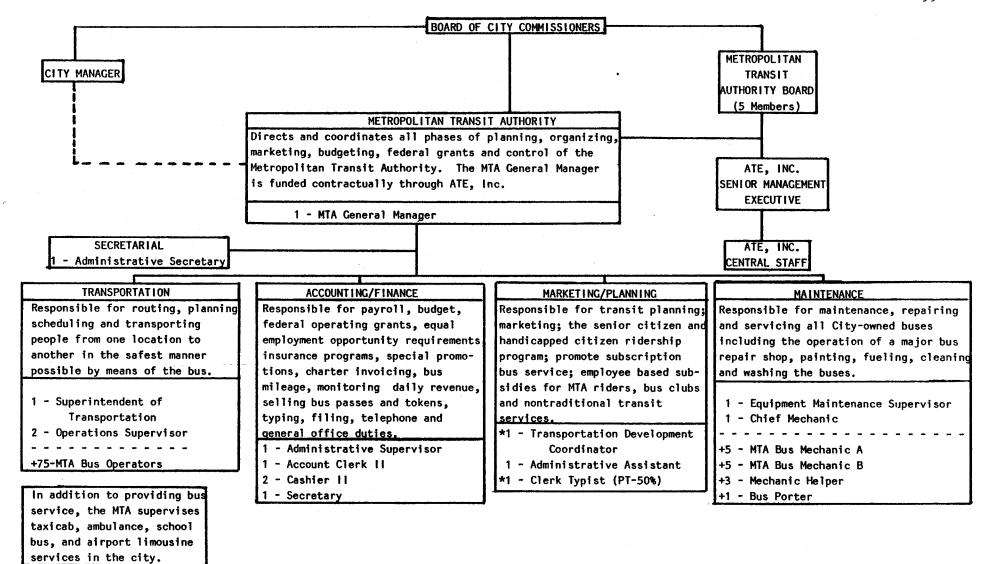
- 1 Librarian IV
- 1 Senior Library Asst. IV
- 1 Senior Library Asst. II
- 3 Senior Library Asst. I
- 2 Clerk I (PT-50%)
- 2 Clerical Aide (PT-50%)

Planeview Community Center Branch

1 - Senior Library Asst. IV

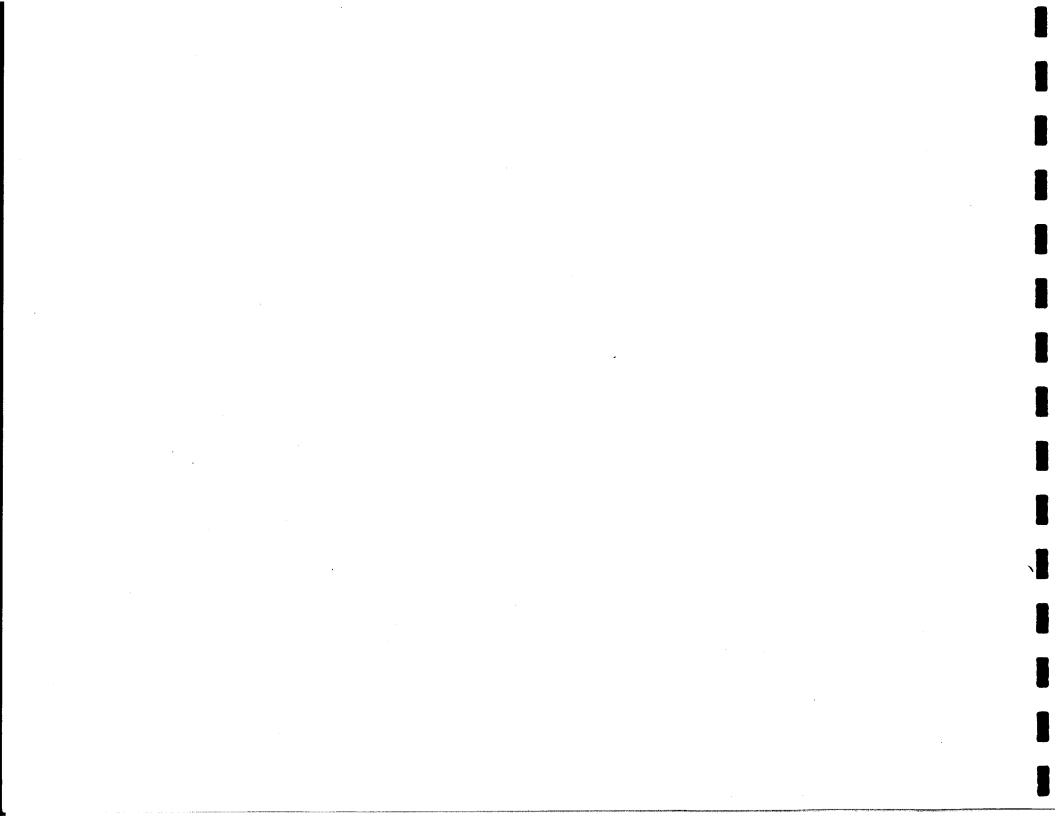
Orchard Branch

- 1 Senior Library Asst. IV
- 1 Junior Library Asst. (PT-50%)



⁺These 89 positions are represented by the Teamsters Union and are not classified as regular City of Wichita employees.

^{*}Funded by the Kansas Corporation Commission.



	LOCALLY FUN	LOCALLY FUNDED POSITIONS Part-time and Part-time			TOTAL	
DEPARTMENT/BOARD	Full-Time	Limited		Full-Time	and Limited	POSITIONS
General Government*	107	5		7	σ	119
Administration	67	2	,	13	0	82
Community Facilities	75	9		0	0	84
Emergency Communications	48	0		0	. 0	48
Fire	367	0		0	0	367
Health	101	. 2		71	6	180
Housing and Economic Development	61	0		63	0	124
Human Resources	2	0		39	2	43
Metropolitan Planning	47	0		10	0	57
Operations and Maintenance	278	32		0	0	310
Police	570	0		9	0	579
Water	304	<u>13</u>		0	0	317
POSITIONS UNDER THE CITY MANAGER	2,027	. 63		212	. 8	2,310
ADMINISTRATIVE BOARDS						
Airport Authority	96	4		0	0	100
Art Museum Board	14	5		0	0	19
Board of Park Commissioners	221	625		11	16	873
Library Board	86	42		4	1	133
Metropolitan Transit Authority	101	0		1	0	102
POSITIONS UNDER ADMINISTRATIVE BOARDS	<u>518</u>	<u>676</u>		16	17	1,227
TOTAL - ALL POSITIONS	2,545	739		228	25	3,537

^{*}Includes City Commission, City Manager, City Clerk, Personnel, Public Affairs, Law, Municipal Court (Probation and Parole), Historic Wichita Board, and Citizens Rights and Services.

[•]There are 359 commissioned Fire Officers and 427 commissioned Police Officers of all ranks who are locally funded. The total commissioned authorized strength is 786 positions.

[●]The totals for M.T.A. include 89 Drivers/Mechanics who are not City of Wichita employees.

